cre solutions inc.

Leading Effective Meeting Management

Duration: 1/2 day

Audience: Employees at all levels

Pre-requisite: None

This one-day program will help participants to learn simple and effective tools in order to improve communication both inside and outside of the meeting room, increase the rate of project completion and boost morale (who wouldn't feel good after attending a productive meeting?).

From creating agendas to following up, participants will review the life cycle of a meeting. They will also learn that their role as meeting organizer is most critically realized when they are facilitating discussions during the meeting, answering the "difficult" questions and ensuring all participants are heard.

Learning Objectives: At the completion of this program participants will be able to:

- Identify the most common pitfalls in meetings
- Understand and connect with attendees
- Develop and using ground rules for meetings
- Plan meetings systematically and creating strong and compelling agendas
- Apply facilitation skills to ensure active participation and control disruption
- Use the RACI Model (Responsible, Accountable, Consulted and Informed) to determine how others are to be included before, during and after meetings.
- Evaluate meetings and create an action plan for their improvement