**Logo, company name

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**Meetings: Effective Meetings & Building Consensus**

**Category:**

Essential Soft-Skills

**Course Prerequisite:**

None

**Course Length:**

8 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days.

**Minimum Number of Students:**

1

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Pre-work:**

None

**Description:**

Research shows that the average individual in our society today will sit through 9,000 hours of meetings in their lifetime! That is over 365 days spent in meetings – not to mention the thousands of dollars spent on meetings. Meetings can be run efficiently and managed in a way that produces high impact. These techniques will allow participants to produce successful results from any meeting, whether as a participant or leader.

**Objective:** To develop a process-oriented approach to meeting leadership - one that increases the leader's ability to satisfy both the needs of the group and the objectives for the meeting. Participants will also learn how to build consensus and minimize unhealthy and ineffective conflict using the critical thinking model of Six Thinking Hats.

**Training Objectives/ Outline of Presentation:**

* + Examples of ineffective and effective meetings
  + First Meeting: identify and agree on the process and ground rules.
  + Planning and preparing your meeting
    - The Four Meetings: Daily Check-in, Weekly Tactical, Monthly Strategic, and Quarterly Review
    - Participants and Roles
    - Setting objectives
  + The Agenda: from pre-work to outline to timeline
  + 5 concepts for leading effective meetings
    - Structure, participation, decisiveness, drive to conclusion & accountability
  + 4 modalities of leading meetings
  + 3 types of meeting leadership styles
  + Communication: Agenda, meeting, restatement, summary
  + Dealing with conflict
  + How to handle the six counterproductive behaviors: overly talkative, definitely wrong, highly argumentative, obstinate, side conversations, & won’t talk
  + The importance of taking and distributing minutes
  + Building consensus using the Six Thinking Hats