



Category:
Management

Course Length:
1 full day
cannot be split into two half days

Facilitator:
James Desrosiers, M.M.

Minimum Number of Students:
1

Maximum Number of Students:
30

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 by identifying task and people concerns.

Consider your last team meeting:

- What did it look and feel like?
- How well did the team function?
- Who always talks and who never talks?
- How does the group make decisions?
- What are the action items identified and assigned responsibility?
- Are team members accountable for results and their contribution to the team?

Training Objectives/ Outline of Presentation:

- Examples of ineffective and effective meetings
- First Meeting: identify and agree on the process and ground rules.
- Determine: To meet or not to meet
- 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

Optional Job-Shadowing & On-The-Spot Coaching:

To ensure the implementation of the concepts, tools, and processes presented, GROWTHco will attend meetings and provide instant coaching. We will conduct an AAR (after action review) and answer the following questions: "What went well?", "What didn't go well?", "If I could do that over again, what would I do differently?", and "What will I do from now on?"