

# CRITICAL TRAINING SOLUTIONS, L.L.C.

## Successful Meetings – Fewer, Shorter, Better

In his article on meetings, S.H. MacGrith says that managers spend almost one third of their working hours in meetings; staff employees only slightly less. What if you could reduce your meeting time by half and get twice as much accomplished? This seminar will cut through the time-wasters and unconscious agenda to make your meeting productive while reducing the need for yet another meeting. This course just may be the most productive meeting you ever attended!



## Course Data

**Training Schedule:** 1-Day Course, 6 hours

**Typical Audience:** Managers, Supervisors, Professional Staff,

**Best Class Size:** 25 to 40 Attendees

**Format:** Meeting Models, Lecture, Case Studies, Practice Sessions

## Training Objectives

- Assess when the meeting is needed, when it is not.
- Understand how to work the agenda for maximum productivity.
- Learn to balance relationship building and problem solving during meetings.
- Evaluate and implement alternatives to meetings.
- Find ways to mine meetings for unexpected benefits.
- Exercise control of the meeting regardless of your role in the group.

## Course Summary

- Defining Meeting Goals and Expectations
- Is This Meeting Necessary?
- Attendee Roles and Commitments
- Setting, Timing, Kick-off and Closing
- Preparation Checklist
- Debriefing Strategies
- Pre-Meeting Q & A
- Alternatives for Problem-Solving, Issue Resolution and Teambuilding
- Eliminating the “Meeting Speech.”
- Get It Done In One