

Making Meetings Matter

One-Day Workshop

Why do we always hear, “That meeting was a waste of time”? Or better yet, why don’t we ever hear, “That was a dynamic discussion, and I’m thrilled about the consensus we achieved”?

The reason is that many meetings we attend simply aren’t planned or facilitated effectively. Often a meeting is scheduled to simply “talk about” an issue or project. The employee or manager who calls the meeting may throw a few topics into a meeting request but never considers (1) *how* the topics will be discussed and (2) *what* outcomes will be achieved.

Making Meetings Matter is a one-day workshop that trains meeting facilitators and participants in the process, tools, and methods for making meetings dynamic and outcome-oriented.

“Barry’s ‘Meeting Facilitation Workshop’ provides enjoyable, hands-on training. Time flies as you learn in an interactive, relaxed setting about the right way to conduct productive meetings. Barry also trains by example using his own techniques in the workshop.”

Ana Mena
Gelb Consulting, Inc.

Objectives

- ✓ Implement a powerful process and tools to prepare for, conduct, and wrap up meetings
- ✓ Facilitate dynamic discussions in meetings using four methods
- ✓ Understand what the options are for group decision-making and when to strive for consensus
- ✓ Overcome difficult situations and deal with difficult people in meetings

Topics

