

progress training systems

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the



## Meetings Management System

**Nothing wastes more time than useless, poorly run, unproductive meetings. This Program ensures that your people have the skills, tools and strategies to ensure that every meeting they run and attend is productive and successful.**

This program has been designed from years of practical experience and high level learning, in attendance at meetings at all levels of corporate life and in leadership of organisations both nationally and internationally. It incorporates strong principles of courtesy and respect with assertiveness, integrating an understanding of behavioural difference with a clear sense of purpose and results-driven efficiency in meeting behaviour.

### **Contents include:**

- Essential rules for effective meetings
- How to construct and conduct a meaningful agenda
- Protocol and procedures to ensure attendance and attention
- Effective chairing strategies
- Managing power and personality issues in group meetings
- Ensuring effectiveness when you're not the chair
- Minute keeping for results

The workshop format is designed to be highly participative, involving and interactive, with opportunity for 'real plays' throughout. Case studies and problem solving opportunities are integrated. The workshop content is real, relevant and rich in simple success strategies.

The program is ideally held over one full day but can be condensed to a half day, with less opportunity for discussion. Group size is comfortable at 8-12. The program can be expanded to a two day program to include presentation and facilitation skills.

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