

Course ID

**MEETLEAD**

Course Duration

**1 day**

Course Title

**How to Get More Done with Fewer, More Productive Meetings**

**Aimed At**

Team Leaders, Supervisors, Managers, and anyone who wishes to achieve more results with fewer, better run meetings.

**Group Size**

7-25

**Prerequisites**

No formal prerequisites.

**Course  
in a Nutshell**

Some studies suggest that we spend 33% to 50% of our time in meetings, yet many of us regard them as too long, frustrating, and a waste of valuable time. In this course you will learn what to do before, during, and after meetings in order to accomplish more results with fewer, more engaging and productive meetings. You will learn the 11 key actions effective facilitators use to conduct meetings that achieve desired results, including ways to handle disruptive behaviors such as attacking, dominating, and side conversations.

**Customize It!**

In the pre-class needs analysis teleconference with the instructor, we will ask you to share your meeting scenarios with us. We will use this information to customize the course to your needs.

**Learn How To**

- Develop Agendas So Participants Are Prepared in Advance; Rank the Most Important Meeting Items; Allocate Time Wisely
- Avoid Interruptions from Latecomers and Callers
- 5 Ways to Increase Participation
- Stop Disruptive Behaviors That Ruin Meetings Including Interrupting; Dominating; Attacking; Side Conversations; Participants Who Get off the Subject; Participants Who Talk on and on; etc.
- Use the 11 Key Actions of Highly Effective Facilitators
- Use a Decision Matrix
- Use a Priority-Setting Tool
- Lead a Meeting and Get Positive Feedback
- Be a More Effective Meeting Participant
- Schedule the Next Action

## Course Outline

- What to Do *Before* Meetings
  - How to Develop *Effective* Agendas
  - Handling Latecomers and Disruptive Calls in Meetings
  - What Meetings Can and Cannot Do Well; 6 Types of Meetings
- Effective Participant Roles and Behaviors
  - The Behaviors Participants Use in Successful Meetings (Small Groups)
  - The 9 Task Roles Effective Participants Use
  - The 5 People Skills Effective Participants Use
- Effective Facilitator Roles and Behaviors
  - Who Should Be the Facilitator?
  - The 3 Roles of Highly Successful Facilitators
  - The Behaviors Effective Facilitators Use (Small Groups)
  - The 11 Key Actions Effective Facilitators Use Demonstrated in a Group Problem Solving Meeting
  - 5 Ways to Get Participation
- One Core Skill to Handle Disruptive Behaviors
  - Demonstrate Core Skill and Elicit Model from Participants
  - Skill Background and How to Use It
  - One-on-One “Interrupt and Redirect” Skill Practice
- Decision Making, Priority Setting, and Action Tools
  - Decision Matrix Tool
  - Priority Setting Tool
  - Action Implementation Form
- Skill Practice: All Participants Lead a Group Meeting
  - Positive Feedback and Coaching Using 16 Point Checklist
  - Skills Summary and Assignment

## How You Will Learn

- Not a Power Point based lecture course, it’s a highly interactive, skills-focused results-driven workshop
- You will learn through demonstrations, discovery, and skill practice exercises
- Learning materials include a skill guide and skill reinforcement cards

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