**Meeting Management: Meetings Can Be Painless**

**Course Description**

The annual cost of meetings in the US is $37 billion, with the average cost of each onsite meeting at nearly $700. With that kind of investment, ensuring that meetings are effective and that they deliver the expected outcome is essential to organizations that want to maximize efficiencies and minimize useless dollars spent.

**Who Should Attend**
Anyone looking to maximize time and become more efficient.

**Course Outline**

This full day course includes the following topics:

1. **Planning & Preparing:** Determining your vision, purpose, plan and which people to include.
2. **Setting the Environment:** Choosing the right setup and establishing the right tone
3. **Roles & Responsibilities:** We’ll review responsibilities of various roles including:
	* Chairperson/Leader
	* Facilitator
	* Time Keeper
	* Recorder
	* Attendee
4. **Time Management:** 7 tips to stay on target.
5. **Dealing with Conflict:** A review of the Forming, Storming, Norming, Performing model and DISC personality types will ensure that leaders and attendees are equipped to deal with conflicts that often derail meetings.
6. **Collaboration:** We’ll review techniques to help each meeting attendee feel comfortable to participate, and how to keep the more dominant personalities actively engaged without taking the meeting hostage.
7. **Creativity & Problem Solving:** In this session we work to ensure that during meetings requiring creativity and/or problem solving we help the group to get in the right frame of mind.
8. **Accountability:** 5 ways to close the loop and prepare the team to ensure the meeting results in action & accountability.
9. **Virtual Meetings:** In this session we will review common pitfalls that cause frustration when virtual attendees are involved.
10. **When NOT to Have a Meeting**

**Course Format – 8 hours**Combination lecture and classroom exercises.