



WorkingSm@rt®

IN Meetings

Who Should Attend:

Workgroups and teams; including managers, technical and sales professionals, supervisors, administrators and project leaders who currently conduct or attend meetings.

Format:

- Half-day instructor-led session, in-class or online

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Electronic Meeting Tools
- Enrollment in our monthly LearningLink e-newsletter

Related Training:

- Priority Influencing
- WorkingSm@rt using Microsoft Outlook

Get your meetings on time, on track, on purpose.

Learn not only how to plan, organize and run a successful meeting but also how to get the most out of the meetings you are required to attend. Immediate benefits are a 'business planning' approach to meetings, increased meeting effectiveness, saving time and improved meeting outcomes.

This course will help you:

- Apply a proven planning process to meetings
- Design an effective agenda to increase accountability
- Run a meeting with a Bias for Action
- Know precisely how to prepare to attend a meeting
- Know how to keep a meeting on track
- Avoid the common pitfalls that create 'meeting frustrations'
- Use a quick yet effective process for evaluating meetings
- Identify virtual and hybrid meeting best practices.

Priority®

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: www.prioritymanagement.com

Detailed Synopsis:

WorkingSm@rt in Meetings

Priority Management's WorkingSm@rt in Meetings workshop is a powerful hands-on session designed to give participants a practical process to get better results and higher satisfaction from meetings. It combines information from the latest meetings research with ample opportunity for participant discussion and sharing of ideas. Structured activities and examples give participants a chance to practice new behaviors as they learn.

This course is most effective for executives, managers, team and project leaders, and anyone whose calendar requires that they attend many meetings and want to be a part of improving organizational effectiveness. It not only addresses how to plan, organize and run a successful meeting but also how to get the most out of the meetings you are required to attend.

Introduction

In this unit we will discuss the Meeting Maddeners, the challenges and solutions that can be put in place to ensure your organization is WorkingSm@rt in Meetings.

Unit 1: Pre-Meeting Requirements

You will gain an appreciation of what it takes to effectively prepare for a meeting whether as the chairperson or as a participant, including how to prepare an agenda that delivers results!

Unit 2: During Meeting Requirements
Priority Management will show you how to master the execution of your well planned meeting. Meetings will become an effective communication vehicle to ensure alignment, a bias for action and improved teamwork.

Unit 3: Post-Meeting Actions

You will learn the best way to ensure that meeting outcomes become activities for participants of the meeting as well as how to ensure effective follow-up.

Unit 4: Your Solutions and Action Plan

You will identify solutions to your maddeners and create your Campaign for Working Sm@rt in Meetings.



A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: www.prioritymanagement.com