



Ineffective meetings are a tremendous waste of time and resources. To ensure that meetings have greater value and produce tangible results, they must be skillfully planned and executed.

Course Description

Participants in this course explore how to set more effective meeting goals, develop best practice agendas, encourage participation, and facilitate difficult group dynamics. The Facilitating Effective Meetings training improves participants skills in:

- Planning meetings
- Conducting meetings
- Improving results after meetings
- Gaining participation
- Diffusing common disruptions
- Managing difficult group dynamics.

Why invest in Facilitating Effective Meetings

Just consider if the average salary of your team is \$100,000 a year. If they are working eight hours a day, 50 weeks a year, that \$100,000 a year comes out to \$50 hr. You have 10 people in a 2 hour meeting. That meeting is costing you \$1000. You really want to make sure that these meeting are thoughtful and intentional on how you are using the time.

What should you expect

This course is offered as a 2 hour, half-day, or full-day program customized to meet the needs of your organization.

Contact us at 206.651.5639