



## **Creating High Impact Meetings**

*Your guide to getting the most out of business meetings*

3 Hour Delivery Format

### **Overview:**

With the constantly accelerating demand to do more with less a commonplace in every organization today, successful leaders must make every second count. Conducting effective meetings where everyone adds value and is clear on your objectives is no exception. The ability to lead, delegate and influence key outcomes is a critical skill for all leaders. In this comprehensive workshop, participants explore a variety of proven techniques for achieving meeting success. From agenda setting and facilitation skills to team building and action planning, this workshop will help build on your meeting management skills and experience while expanding your ability to impact key organizational outcomes. A comprehensive planning and delegating guide is included and participants will have the opportunity to practice some of the important concepts presented in the program. Help ensure that you're making every second count in your next meeting; plan to attend this important workshop.

### **Core Contents:**

- Understanding the meeting challenge
- Defining the value proposition
- Elements of a successful meeting
- Ensuring participation and engagement
- Understanding your role as the leader / facilitator
- Delegating and accountability
- Measuring your impact
- Obstacles and solutions to success

### **Learning Objectives:**

- Create a framework for challenging false assumptions
- Define and explore the key aspects of a productive meeting
- Expand capacity to maximize leadership influence as the facilitator
- Examine the critical link between delegating and accountability
- Build a framework for measuring the impact of your meeting
- Review past and future obstacles and identify meaningful solutions