Virtual meetingsUPFRONT

In every organization, meetings play an integral role in communicating and accomplishing strategic goals. Yet, ask anyone to identify one of the top time wasters during the workweek and the answer is likely to be meetings. Managing effective meetings requires planning, strong leadership, communication, and group process skills. Keeping a meeting on track, focused and productive is no longer the sole responsibility of the group leader. Conducting effective meetings is fast becoming a fundamental requirement for all employees who utilize meetings to convey information or influence decisions.

Over the course of these sessions, you will have the opportunity to further develop and refine your meeting management skills - to become competent in both preparation, organization and orchestration of a meeting. Employees who learn how to conduct effective meetings that have a clear purpose, a concise time frame and compelling results will have an immediate impact on the growth of any organization.

Preparation / Groundwork

- Learn how to determine the type of meeting to be managed – share info, brainstorm, planning, etc., and the appropriate attendees to invite.

- Learn how to ensure the appropriate people attend the meeting.

- Learn how to anticipate the questions attendees may have on their minds prior to the meeting.

- Determine when to address the questions either as the meeting opens, at the close or within the agenda.

- Learn how to prepare a working agenda that is time sensitive.

Opening / Engage

- Learn how to design a compelling opening that sets the context for the meeting.

- Learn how to frame the meeting to ensure the group knows how the meeting will proceed.

- Learn how to state the value of the meeting for the attendees.

- Learn to deliver the right amount of information in the allotted time by limiting agenda to key points.

- Learn how to link key points to audience needs and interests.

Involve / Close

- Learn how setting ground rules will help the group more effectively together.

- Determine the right type of question to ask that will illicit more robust responses during the meeting.

- Learn the four types of disruptive behavior and the different techniques that will either prevent or minimize the behavior.

- Learn how to summarize the essence of the topics covered.

- Learn how to ensure action steps are agreed to and acted upon.

- Learn how to develop effective responses to potentially challenging questions.

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Effective Meeting Management

Virtual meetingsUPFRONT is a hands-on, results-oriented virtual training that will have an immediate impact on your ability to effectively manage meetings. It will provide you with the opportunity to further develop and refine your meeting management skills. You will become competent in developing concise agendas, boosting group involvement, dealing with disruptive behavior, and confirming action items on the telephone and face-to-face. You will understand how you can design any meeting to move your organization forward.

Meeting Flow
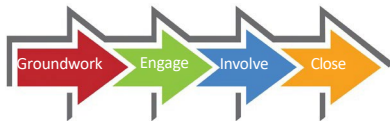
There is a natural flow to the design of any meeting, (*preparation/Groundwork, meeting launch/Engage, content/ Involve, and wrap up/Close*) yet within each section, participants are free to design a meeting that reflects their own style.

Unique Value of meetingsUPFRONT

This modularized training introduces techniques that improve the preparation, construction and flow of a meeting. This program can be customized to work within your organization's needs. The training focuses on an actual upcoming meeting. It takes into consideration the purpose of the meeting, the appropriate participants, the agenda, the topics and the timing.

The workshop includes:

- A meeting planning tool for efficient agenda preparation and organization. This Planner will allow participants to easily replicate the processes learned in class.

- Questioning techniques to encourage involvement.

- Techniques for dealing with disruptive behavior.

- Rehearsals of selected real-time business meetings - people learn by doing.

- Multiple feedback loops to create awareness and foster effective changes in behavior.

- A flexible structure that applies to face-to-face meetings, web or teleconference calls.

Who Will Benefit?

Virtual meetingsUPFRONT is a meetings management workshop. Anyone in an organization who conducts meetings for internal staff or customers will benefit especially those staff members responsible for:
- Problem Solving
- Strategic Goal Setting
- Brainstorming
- Information Sharing
- Decision Making
- Project Management

Participant Materials and Reinforcement Tools

Participants are equipped with tools to transfer skills back to the workplace.

- Content rich participant handout
- Meeting Planner
- Agenda forms
- Critique sheets

Standard Session Length:

Three 1.5-hour sessions
Customized configuations available
Homework assignments between sessions

Capped at 12 participant