



“RUNNING GREAT TEAM MEETINGS” (4 HOURS)

Does your business or organisation experience any of these?

- No meetings held so team members are uninformed and communication is ad hoc, uncontrolled and sometimes counter productive?
- Meetings that become ‘talk fests’ and no real outcomes are achieved?
- Meetings where all the communication is one way?
- Poorly controlled meetings where attendees interrupt and talk over each other or compete for attention?
- Meetings where attendance is a problem so they become ineffective?

Meetings enable organisations to effectively manage their internal communication. When run well, they can be the most powerful and productive use of you and your team’s time. Without regular meetings, communication can be absent or can be untimely, unstructured, inefficient and ineffective and sometimes even destructive. Problems can be left unsolved or unresolved and grow bigger with dire consequences. If poorly run however, meetings may be a waste of time or even be counter productive.”

“**Running Great Team Meetings**” will educate and empower you to run highly effective meetings and use this valuable tool to build the culture of, and get the most out of, you and your team.

Topics include:

- **Using Meetings to Build the Culture**
- **Organisation before the Meeting**
- **Managing the Agenda**
- **Managing the Business of the Meeting**
- **Sales Reporting to Motivate the Team**
- **Managing the Communication**
- **Gaining Agreement and Commitment to Outcomes**
- **Finishing on a Positive**
- **Management of Minutes**

The program comes with comprehensive participant workbooks and includes an evaluation by participants of these aspects within their organisation and the writing of an action plan to address those areas that need improvement or change.