



“RUNNING GREAT TEAM MEETINGS” (4 HOURS)

Audience: Designed for proprietors, managers, supervisors and team leaders.
Recommended Minimum: 6, Maximum: 20.

Venue: Preferably in an external training venue.

“When run well, meetings can be the most powerful and productive use of you and your team’s time. If poorly run however, they may be a waste of time or even be counter productive.”

Meetings enable organisations to effectively manage their internal communication. Without regular meetings, communication can be absent or can be untimely, unstructured, inefficient and ineffective and sometimes even destructive. The consequences of no communication or ineffective or destructive communication can often be devastating to a business.

“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**

Participation in this module as a ‘one-off’ is a very valuable learning experience that is significantly enhanced if participants are able to complete the whole Leadership and Management Program Series. This series is run in capital cities and various regions for proprietors, managers and senior staff.