



WORKING SM@RT IN MEETINGS on time- on track- on purpose

At a Glance:

We all attend meetings – they are a cornerstone of organisational life – but just how often do we walk away from a meeting with the feeling that it was a really good use of our time?.....not often enough. Working Sm@rt in Meetings is a powerful hands-on session designed to give participants a practical process to get better results and higher satisfaction from meetings. It combines information from the latest meetings research with ample opportunity for participant exercises and sharing of ideas. Structured activities and examples give participants a chance to practice new behaviors as they learn.

This course is most effective for executives, managers, team and project leaders, and anyone whose calendar requires that they attend many meetings and want to be a part of improving organisational effectiveness. It not only addresses how to plan, organise and run a successful meeting but also how to get the most out of the meetings you are required to attend.

WHO SHOULD ATTEND?

- Workgroups and teams, including managers, technical and sales professionals, supervisors, administrators and project leaders who currently conduct or attend meetings.

WHAT TO EXPECT:

- Apply a proven planning process to meetings.
- Design an effective agenda to increase accountability.
- Run a meeting with a Bias for Action.
- Know precisely how to prepare to attend a meeting.
- Know how to keep a meeting on track.
- Avoid the common pitfalls that create 'meeting maddeners.'
- Use a quick yet effective process for evaluating meetings.

IMMEDIATE BENEFITS:

- Well planned meetings.
- Effective ROI for meetings.
- Increased commitment to action items resulting from meetings.
- A continuous improvement process for meetings.
- Participants will enjoy and reap the benefits of effective meetings.

COURSE FORMAT:

- Half-Day session with a Priority Management certified 'Working Sm@rt' facilitator

COURSE TOOLS:

- Learning materials and electronic meeting tools



Meeting Sm@rt Workshop Synopsis

Introduction: In this unit we will discuss the Meeting Maddeners, the challenges and solutions that can be put in place to ensure the organisation is Meeting Sm@rt.

Unit 1 The Four Phases for Meeting Sm@rt In this first unit we will look at what are the four fundamental phases of any meeting which leads to the highest ROI possible.

Unit 2 Pre-meeting requirements: You will gain an appreciation of what it takes to prepare effectively for any meeting whether as the chairperson or as a participant

Unit 3 Constructing the Agenda: Priority Management will show you the four key areas to address when constructing an agenda that ensures the meeting will be on time, on track, and on purpose.

Unit 4 During the Meeting: Priority Management will show you how to master the execution of your now well planned meeting. Meetings will become an effective two-way communication vehicle that ensures alignment and a bias for action.

Unit 5 After the Meeting: You will learn the best way to ensure that the meeting outcomes become activity inputs for participants of the meeting as well as how to ensure effective follow-up.

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