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Leading Effective Meetings

Introduction

Introduction Meetings, meetings, meetings. You can't live with them and you can't live without them.

Objectives Make sure that the meetings you lead are organized, focused, and productive.

Designed for People who call meetings and want to ensure their effectiveness.

Duration 1 day

Topics

- Create a roadmap.
- Spend sufficient time preparing.
- Use effective meeting methods.
- Conduct the meeting.
- Promote participation.
- Share responsibility for success.
- Address disruptive behavior promptly.
- Provide a framework for group decision making.
- Confirm the results.
- Summarize and assign action items.
- Make a plan for following up.
- Debrief with participants.
- Strive for continuous improvement.

Follow-up Executive-to-employee Communication Strategies – 1 day

Imagine what you'll know tomorrow...

For more information call

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