



# Conducting Productive Meetings

## **Introduction/ Overview of program:**

In today's corporate world meetings play a very important role. Crucial decisions are taken in meetings and reviews are held in meetings. There are good meetings and there are bad meetings. Very frequently you come across to bad meetings in which you never seem to get to the point, and you leave wondering why you were even present. Effective ones leave you energized and feeling that you've really contributed and accomplished something. If meeting is not effective a lots of productive time is lost of all meeting participants. Therefore learning to hold effective meeting is very important. But what makes a meeting effective? Effective meetings really boil down to three things:

1. They achieve the meeting's objective.
2. They take up a minimum amount of time.
3. They leave participants feeling that a sensible process has been followed.

If you structure your meeting planning, preparation, execution, and follow up around these three basic criteria, the result will be an effective meeting with measurable result-orientation.

## **The objectives of the Programme:**

During a busy day it may seem like there are never enough hours in the day, which is a feeling all managers have. Being respectful of a every executive's busy schedule and being objective about getting the best out of meeting time, shall include honing the skill of running an efficient and productive meeting . The programme aims at achieving following objectives;

- Imparting knowledge on meeting process principles
- Making the trainees aware of how to get the best out of meeting time.
- How to foster team work and creativity in meetings
- How to make meetings an effective way of decision making and progress review.

## **Who should attend:**

Programme is highly relevant for executives of all levels who have get into meeting mode to carry out their day to day activities.

**Duration:** One Day

## **Course Content:**

- Defining the meeting's purpose and meeting process Principles
- Organizing the meeting agendas in a effective way
- Meeting Principles before, during and after meeting
- Taking dynamic meeting minutes
- Execution and follow-up for Meeting Minutes completions
- Techniques of engaging everyone in the meeting room.
- Techniques of time management in meetings
- Techniques of idea generation during meeting
- Interactive skills during meeting
- Techniques of fostering team work and creativity during meeting.

## **Benefits to Participants:**

The action packed a full day workshop inspires the participants to introspect their current way of holding the meeting help them realize how they could make the best use of available time during meeting. By the end of programme the participants should expect the following benefits;

- Learn to Define your meeting's purpose and meeting process Principles
- Learn to organize and share your meeting agendas in a effective way
- Learn and practice how to take dynamic meeting minutes that help in ensuring the execution of decision taken during the meeting
- Engage everyone in the meeting room., time management and meetings
- Seek commitment to action learn how to follow up effectively

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