

## Holding Short Effective Meetings

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### Program Description

**Time is a commodity and ineffective meetings can be frustrating – as well as costly.** One of the many hats of the project/team leader is that of managing people and process through meetings. An effectively led meeting sends the message of confidence, control, organization and a commitment to end-results. This segment provides hands-on, practical strategies for conducting successful meetings.

This hands-on 1-day seminar will teach you innovative techniques in a group environment. You will practice, get perspectives and perfect your meeting management style with an experienced Nyman Consultant.

### You'll benefit by learning:

- How to create a meaningful meeting
- Ways to involve everyone at the meeting
- Techniques to manage conflict constructively
- How to ensure buy-in and ownership
- Strategies for managing and enhancing group dynamics
- Facilitation tools (Fishbowl activity, Fishbone activity, Gap analysis)
- How to create an environment of shared responsibility
- Bring discussions to a close and make decisions
- Techniques providing a planned and guided process for the meeting and follow-up
- Handle difficult participants
- Managing “hidden agendas”
- Tips for timing
- How to evaluate the meeting's effectiveness

**Maximum participants:** 12

**Program length:** 1 day