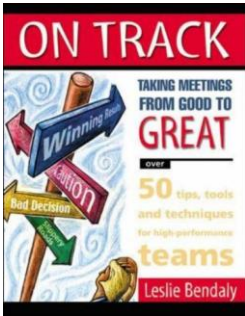


Meetings for Results



Based on the best-selling book *On Track: Take your Meetings from Good to Great* this program provides you with dozens of proven tools and techniques to ensure your meetings pay off in results. Meeting facilitation is a skill directly linked to the success of your team and organization. Productive, well managed meetings move the organization forward and result in better communication, greater employee engagement, better decisions, better execution, improved results and a sense of team that leads to higher performance.

Whether you are a leader, are asked occasionally to lead a meeting, or are looking to build your skills for future responsibilities, you will gain the know how to become a dynamic and effective meeting leader.

The Learning Process

This is a fast paced, energetic program in which participants immediately apply their new learning in several simulated meetings. Each participant receives feedback and coaching from the workshop facilitator as well as from their peers in a comfortable yet challenging environment.

Program Length: 1 to 1.5 days, depending on needs and specific objectives as outlined below.

Objectives

By the end of the workshop participants will:

1. Know how to:
 - Ensure full participation.
 - Create group energy.
 - Keep a group focused.
 - Manage difficult behaviours.
 - Prevent and address conflict early and ensure the group benefits when members' points of view differ.
 - Manage powerful participants.
 - Ask questions that move the group forward.
 - Facilitate powerful decision making.
 - Get beyond "Can everybody live with it?"
 - Use three decision making methods.
 - Facilitate consensus.
 - Build buy in and follow through on decisions made.
 - Increase innovative thinking.
 - Ensure meetings contribute powerfully to the forward movement of the team and the organization.

- Lead a meeting while participating as a team member.
- Measure meeting effectiveness.

2. Know how to use 10 Meeting Facilitation tools including:

The Meeting Facilitation Map

- Provides a step-by-step approach that ensures a successful meeting.

The Facilitator's Role

- The 5 responsibilities of an effective meeting facilitator.

Team Agreements

- The meeting leader's power tool.

Performance Checks

- Ensures the factors critical to the group's success are not overlooked.

Force Field Analysis

- Provides structure and focus essential for effective problem-solving and decision making.

The Generating and Organizing Ideas Technique

- Ensures full participation and increases the effectiveness and efficiency of group discussion.

Decision Making Tools including:

- The Decision Making Grid: provides a process for careful consideration of the criteria or requirements that will determine whether the decision made by the group is effective.
- Multi-Voting

The Vital Agenda

- Structures and supports both meeting preparation and management of the meeting process..

The Meeting Effectiveness Barometer

- Provides a structure and focus for participants' assessment of the effectiveness of their meetings.