
Make Your Meetings Work

Mickey Farrance

www.mickeyfarrance.com

Why

Ineffective meetings frustrate and bore the participants, produce no results, and are a waste of everyone's time. Productive meetings are the result of good team effort – an effective meeting manager, and motivated participants. Learn to conduct meetings to advance your projects and create results, and become an active, productive participant in meetings led by others.

How

- What are meetings for?
 - How different types of meetings serve different purposes
 - Clarify the meeting objectives
 - Who participates? The role of the meeting facilitator and the participants
- Listen to others
 - Active listening
- Be heard
 - Be “assertive”
 - Be a productive contributor
- Manage difficult behaviors
 - How to manage when others' behavior blocks progress
- Follow up
 - Use minutes and action items appropriately to insure progress

Role play and exercises include:

- Setting objectives
- Active listening
- Assertiveness
- Dealing with difficult behaviors

This workshop has 3 parts:

- A preliminary set of interviews with personnel by telephone
- The training sessions
 - 50% interactive practice with feedback
 - 30% personalized work to improve specific skills
 - 20% peer sharing
- Three months of individual follow-up

Classic format: 2 - 3 days with a group of 6 – 8

Results

- Prepare for and conduct meetings efficiently
- Contribute actively to effective, productive meetings
- Apply a follow-up system that works

For more information, contact mickey.farrance@gmail.com

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