

Webinar on

Meeting Management: Stop Wasting Time; Start Getting Work Done and Even Have Some Fun

Learning Objectives

- *Identify meeting management problems, Pinpoint the cost of ineffective meetings*
- *Recognize the 3 stages of meeting management, Review three techniques to lead effective meetings*
- *Encourage participation and different points of view*
- *Know the six key questions to ask before calling a meeting*
- *Use 4 simple tools to keep discussions and meetings on track*
- *Manage problem behaviors– the latecomer, the talker, the busybody, the wanderer, the arguer*



This webinar enables leaders to improve meeting productivity, to get wider input, to enhance communication and to boost creativity and teamwork.

PRESENTED BY:

Marcia Zidle is a board certified executive coach, business management consultant and keynote speaker, who works with organizations to leverage their leadership and human capital assets that result in higher performance and profitability.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

Ask managers what part of their job they find most taxing and tedious and the answer is sure to come in a loud and unanimous voice – Meetings. Too many, too often with too few results. Nothing seemed to get accomplished; the agenda was unclear; people were late...or didn't even show up.

Let's face it. Meetings have a bad reputation; they are time wasters. The best you can hope for is to get through them. Right? It doesn't have to be that way. If the meetings you manage are not working, you can fix them. But only if you understand what it takes to make a meeting work. Learn how to lead meetings that are focused, productive, participative, and even fun!

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Meetings dominate business life today. According to the National Statistics Council, 37 percent of employee time is spent in meetings. Other data indicate there are 11 million business meetings each and every day.



Meetings come in all shapes and sizes and are held for an infinite variety of reasons: to brainstorm, sell, negotiate, inform, brief, present, collaborate, and strategize, to name just a few. They take place in the office, across town, across the country, and around the globe - whether in person, by phone, or by video conference.

Surveys of executives, as well as managers, found that over 50% of the meetings they attend are a waste of time. And with most attending 61 meetings per month, that means that over 30 meetings are just a complete waste of money. But just how much do meetings cost? By analyzing the real cost of meetings — from the hard travel costs to productivity costs — you are in for a startling revelation. What is it costing you?. Due to the increased pressure to reduce corporate expenses and the changing dynamics of today's workforce, it's time for business to take a look on how to make meetings work — to be effective and productive and cost-effective.



Who Should Attend ?

CEO's, COO's

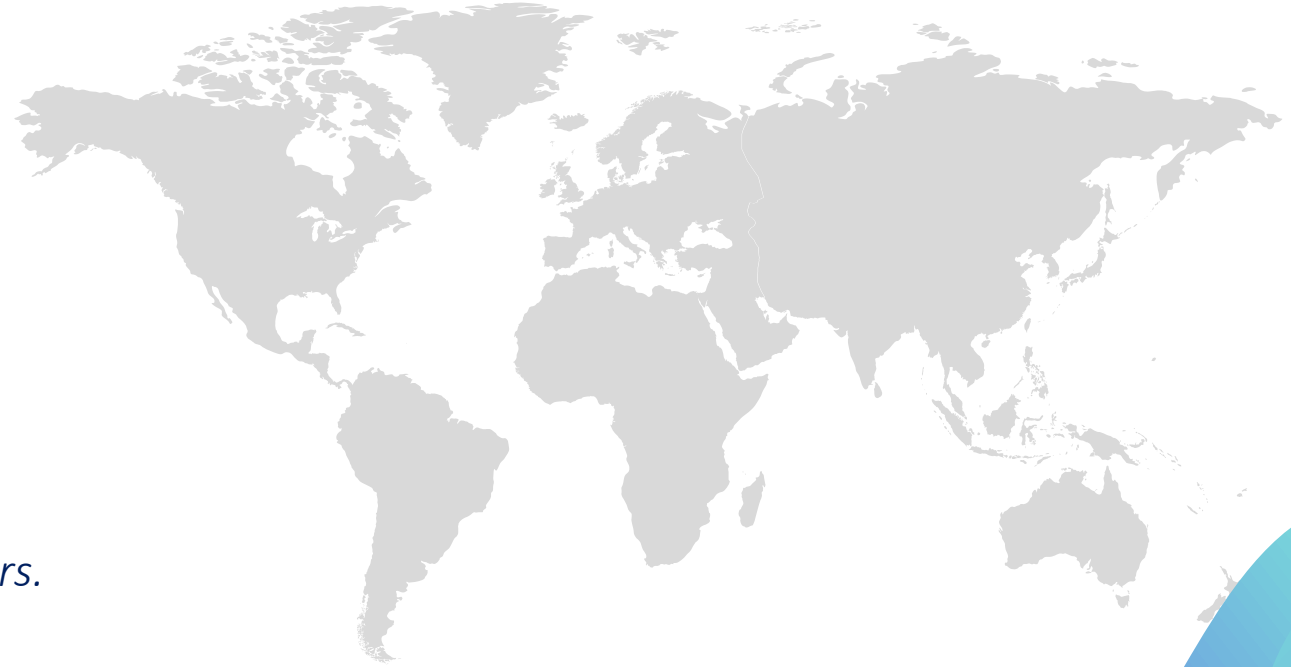
VP of Human Resources

Chief Learning Officer

Directors, Project Managers

Operation Managers and Supervisors

Team Leaders, Staff Managers, and Supervisors.



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