



Team Meeting Mastery

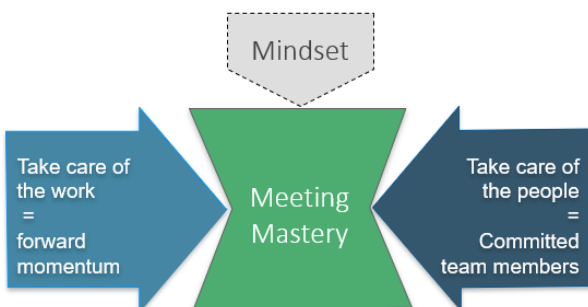
How to Lead Productive and Engaging Team Meetings

WORKSHOP SUMMARY

We all know there are good and bad meetings. Bad meetings leave you feeling depleted and frustrated with the time wasted. Good meetings leave you feeling energized – you feel like you really accomplished something.

The practical strategies introduced in this workshop are based on the latest meetings research. These strategies will help you develop the skills you need to lead your team meetings with focus and confidence - people will leave feeling energized, not depleted.

WORKSHOP SKILLS DEVELOPMENT



You will leave the workshop with:

- An understanding of the importance of your “meetings mindset”
- A practical framework for planning and leading meetings that achieve successful outcomes
- Tools for planning common meeting types: Status Updates, Problem Solving/Decision Making meetings and Brainstorming sessions
- A process for tackling complex problems
- A strategy for using Microsoft OneNote as a repository for meeting agendas/minutes
- A communication framework that ensures all team members are engaged in the meeting process and contribute equally

INTENDED AUDIENCE

Anyone who leads team meetings and wants to lead meetings with more confidence and focus.

DURATION

Half day – 4 hours

DELIVERY

The workshop is delivered in-house for groups of up to 16 people. Public programs are also scheduled on a regular basis

ABOUT JANI MURPHY

Jani is a workplace productivity expert with over twenty years' experience in improving business processes. She works with clients in the corporate, government and not-for profit sectors.

Jani is an experienced presenter with an engaging teaching style and a commitment to helping people improve their business processes in general and team meeting leadership skills in particular.

Qualifications

Diploma of Teaching
Graduate Diploma of Business Computing
HBDI® Certification - Whole Brain® Thinking
CSP - Professional Speakers Australia

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