



# Team Meeting Mastery

## How to Lead Productive and Engaging Team Meetings



### WORKSHOP SUMMARY

Meetings done well can be transformative in organisations and if you want your meetings to get better, you must get better at leading your meetings.

Every meeting has a work outcome and a human connection and meeting leaders need the skills to take care of both.

Following an approach based on current research, this workshop focuses on the techniques you need to create forward momentum in your meetings and the mindset you need to ensure your team members are fully engaged.

### KEY BENEFITS

- Empowered mindset
- More engaged team members
- Increased work momentum

### SKILLS DEVELOPMENT

Following a two-phased approach, you will leave the workshop with the mindset and skills to:

- Take care of the meeting work effectively leading to increased forward momentum
- Take care of the people in the meeting leading to more committed team members

### INTENDED AUDIENCE

Managers, supervisors and team leaders who lead team meetings

### DURATION

Half day for 10 - 20 participants

### WHAT PEOPLE ARE SAYING

“Really useful workshop to establish the groundwork and culture for effective, productive and happy meetings.”  
Regional Manager, Anglicare WA

“Provided ideas/tools to improve my meeting effectiveness and efficiency.”  
Regional Manager, Department of Sport and Recreation

### ABOUT JANI MURPHY

Jani is a workplace productivity expert with over twenty years' experience in improving business processes. She is an experienced presenter with an engaging teaching style and a commitment to helping people improve the quality of their team meetings.

### QUALIFICATIONS

Diploma of Teaching  
Graduate Diploma of Business Computing  
HBDI® Certification - Whole Brain® Thinking  
Member Professional Speakers Association

### CONTACT

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