

## **CURING MEETINGS NAUSEA**

Are you sick of meetings that exhibit these symptoms: queasy tangents, eternal discussions, lack of purpose, worthless minutes, painful presentations and poor results? This seven-hour course for managers, team leads, project leaders, and anyone who leads meetings, is the cure when taken with persistence and discipline.

### **COURSE OBJECTIVES**

Upon completion, participants will be better prepared to:

- Focus on purpose and results rather than knee-jerk activities
- Keep meetings on track
- Create better meeting agendas
- Apply key facilitation techniques
- Address the following problems:
  - Non-productive discussions
  - Pointless presentations
  - Unprepared participants

### **COURSE OUTLINE**

1. Overview
2. Before the meeting
  - Creating a model agenda
  - Leader & participant responsibilities
3. During the meeting
  - Ground rules
  - Key roles
  - Presentation essentials
  - Parking Boards
4. After the meeting
  - Painless minutes
5. Facilitating the meeting
  - The facilitator's role
  - The "Four P" process
  - Achieving consensus
6. Action plan