



Empower team leaders and other employees to master the art of facilitating productive meetings through effective meeting management techniques.

Target Audience: Executive Leaders & Their Teams

Format: Team Workshop

Time Commitment: 3 hours

Full Description: <https://customer.sherpany.com/excellent-meeting-workshop>

Objectives

- Enable participants to assess their current meeting practices and identify areas for improvement.
- Equip participants with the skills to structure and prepare meetings effectively, maximising their impact on outcomes.
- Provide participants with best practices for boosting meeting productivity through effective meeting management strategies.
- Teach participants a range of tools and facilitation techniques to enhance meeting impact and effectiveness.

Outcomes

Upon completion of the workshop, participants will:

- Assess their current meeting practices and identify specific areas for improvement.
- Structure and prepare meetings more effectively, leading to increased impact on meeting outcomes.
- Apply effective meeting management strategies to boost meeting productivity and efficiency.
- Utilize a variety of tools and facilitation techniques to make meetings more impactful and successful.