

IN PERSON · NINETY MINUTES

10+1 Tips for Better Meetings

Busy people appreciate meetings that are well organized and efficiently run. Yet many of us feel our time is wasted in meetings that are poorly planned and executed. In this speaker session, you learn tips to plan, lead and contribute to meetings that are shorter and more productive to make the best use of everyone's time.

At Wavelength, we understand that busy professionals like you need learning that fits into your busy workday. This 10+1 speaker session provides practical learning you can apply right away to make your meetings more productive.

Who should attend

This speaker session is ideal for anyone who spends time in meetings, either as a participant or as a leader. We can support up to 100 participants.

You learn to

1. Know if you need a meeting in the first place
2. Establish a clear objective for your meetings
3. Plan your meetings to save time in the long run
4. Make it easy for others to prepare so time is used productively
5. Create your agenda to stay on track
6. Initiate strategic discussions
7. Facilitate group decisions
8. Open meetings effectively
9. Close meetings effectively
10. Include remote attendees

Plus one

11. Contribute as an attendee

What to expect

This speaker session is fast-paced and interactive. Learn our best tips and have fun at the same time. You also receive a tip sheet for reference.