

IN PERSON · HALF DAY

## Making Meetings Work

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 course, you learn how to plan, lead and contribute to meetings that are shorter and more productive to make the best use of everyone's time.

### Who should attend

This course is for anyone who spends time in meetings, either as a participant or as a leader. It is ideal for mixed groups as well as for intact work teams. We suggest a maximum of 15 participants.

### You learn to

- Show respect for participants by practicing meeting etiquette before, during and after your meeting
- Clarify the objective of your meeting
- Use AI to help plan the topics, activities and flow to make the best use of time
- Choose the right facilitation tools to gather ideas and make thoughtful decisions
- Deliver a clear opening and a satisfying closing
- Create an agenda that ensures participants come prepared

### What to expect

This course is fast-paced and interactive. You participate in a series of group and individual activities to help apply what you learn to your back-at-work meetings. For a culminating activity, you design a meeting of your choice and share your plan with a small group. You and your group members give and receive feedback to fine-tune your approach.

You also receive a comprehensive manual with practical resources and job aids for post-course reference.

## How you spend your time

### In-person Session 1: Plan your meeting

Learn the skills you need to plan and lead an effective meeting.

- Practice meeting etiquette before, during and after your meeting
- Clarify the objective of your meeting
- Use AI to help plan the content and flow to make the best use of participants' time
- Choose the right facilitation tools to gather the best ideas and make thoughtful decisions

### Self-directed learning

Apply the skills you learned to plan a meeting of your choice. Your facilitator is available to answer questions and provide coaching.

### In-person Session 2: Workshop your plan

Learn to:

- Create an agenda that ensures participants come prepared
- Deliver a clear opening and closing
- Use templates and resources to plan future meetings

In a small group, share your plans. Give and receive feedback.