



Conducting **PRODUCTIVE** Meetings

Synopsis

As businesses scale up and grow to meet the demands of today's market place, organizations become more and more complex ... Increasing specialization requires the many departments/functions to work closely together. Teamwork becomes the buzz-word. Meetings grow in numbers and durations ...

Corporate executives find themselves locked in ENDLESS meetings, most of which fail to achieve the objectives they started out with ! This problem becomes more and more acute as they scale the corporate ladder. It is not uncommon to find a Manager's calendar filled with meetings throughout the day with scarcely a breathing space in between to catch up with emails ! Research shows that busy professionals attend more than 60 meetings a month ! Globally, time wasted due to inefficient meetings is valued at US\$500 billion a year !

How about the unquantified negative effects - the frustrations, the stress, the need to get the REAL work done AFTER office hours, on the MRT train or at home ?

This is not just a problem for corporate citizens. It is a BIG loss, a double whammy for their organizations as well !

Heard of the Japanese company that advertently keeps its meeting rooms UNheated in winter ?

What you will learn

1. Unproductive meetings - a worldwide epidemic
2. Causes of unproductive meetings
3. Preparation for meetings
4. Agenda Drafting
5. Who should be attending your meetings?
6. Role and responsibilities of the Meeting Chair
7. Role and responsibilities of attendees
8. Ground rules for meetings
9. Minutes
10. Distilling a concise ACTION PLAN
11. Tips for reducing meetings and meeting durations
12. Meeting closure & follow-up

Course Duration 1 day

Course Methodology

Discussions, syndicate exercises, role plays, brainstorming, real-life exercises

Who should attend

Anyone with a genuine interest in improving meeting effectiveness by reducing time wasted in meetings