

INTRODUCTION

MODULE 12

Meeting Management Magic

The meeting is the essential tool of management. Virtually everything you accomplish you achieve in interactions with one or more people, either in large formal meetings or in one-on-one meetings in passing.

Your ability to use the tool of management meetings effectively can do more to multiply and leverage your results and effectiveness than perhaps any other skill.

Every meeting you have requires an investment of managerial time and energy. Meetings are costly functions to the company. The cost of the meeting can be determined by multiplying the hourly rates of the people who attend. By this measure, meetings can be very expensive to the company and the individual.

In this program, you will learn how to be far more effective in every meeting you hold. You will learn how to get to the point faster, get more accomplished and assure greater results after the meeting than ever before.

“Keep everyone

involved. Hold

regular meetings

to discuss work.”

WHAT YOU WILL LEARN IN THIS SESSION

“Meetings are a necessary business tool and you must do everything possible to maximize the time spent in them.”

1. Meetings as a key tool of leadership;
2. Meetings are management in action;
3. Determining the purpose of the meeting in advance;
4. Outlining the agenda for the meeting;
5. How to run a meeting effectively;
6. How to participate in meetings;
7. Problem-solving meetings;
8. Avoiding ineffective meetings;
9. Setting up the meeting facility;
10. Rules for maximizing meeting effectiveness.