



# RUN A PRODUCTIVE MEETING

Increase meeting productivity and enhance group based communication skills

## COURSE OVERVIEW

Are you sick of meetings starting or finishing late? Have they been disorganised with unclear objectives? Keen to learn how to manage peers who try to derail and dominate the meeting?

Meetings are an essential part of life for every organisation. If you're responsible for setting or managing staff meetings, then this eMatrix training course will teach you how to gain accountability, manage the participants, handle disruptions and ensure outcomes are followed through in a timely manner.

### DID YOU KNOW?

- An office worker attends on average 62 meetings per month
- Half of the meetings attended are considered a time waster
- 45% of people are overwhelmed by the number of meetings they have to attend

## LEARNING OUTCOMES

- Decide when a meeting is required and when one is not
- Understand meetings can be overused and take steps to minimise overuse
- Run successful, productive meetings
- Effectively create and use agendas, minutes and task lists
- Understand the traits of a successful facilitator
- Apply the De Bono Six Hat Method when running a meeting