BETTER BUSINESS: Effective Meetings



Key Takeaways:

– Learning strategies to improve the success of meetings, such as room arrangement, timing, breaking the ice, and how to respond to conflict.
– Lowering stress and apprehension towards meetings
– Observing effective ways to lead meetings
– Demystifying the belief that meetings only require a PowerPoint

Course Description

How do you feel about leading a meeting? How about one of 5, 10, 15, 50, or 100 people? Maybe you feel pretty confident in your abilities, maybe this makes you feel anxious, or maybe you worry about what your participants will be doing when you are speaking. In any case, we have designed this course with you in mind. We want to help you improve meetings in your workplace.

Many of us have been a part of meeting that was too long or unproductive, that had arguments and fighting, or that was boring and people left early. Our course supplies techniques and strategies to eliminate these types of meetings altogether. We will demystify the belief that a PowerPoint is all you need and provide you will actual skills to practice and perfect meetings with. Firstly, this course will provide methods for forming effective agendas and assessing if an agenda is needed at all. We will provide lists of basic materials every meeting needs to ensure that they are run effectively. As well, you will learn about techniques involving seating arrangements, meeting placement and duration, breaking the ice, tech usage, and a few more that will have significant influences on your meetings, despite being more abstract. Our techniques will eliminate flight risks, maintain focus, decrease tensions, and increase engagement. All great things, right? There’s no false promises here. By utilizing our logistics and methods, in addition to creating your own, you can be the emperor of meetings in your workplace. Our hope is that this course will help you achieve your best presentational abilities in a simple and effective course. Perhaps not everything will be useful, but we have worked hard to deliver at least a few fantastic techniques to you. Our animated videos, quizzes, and additional materials are all designed to play a part in the improvement of your business.