

# MEETING MAGIC: LEADING EFFECTIVE MEETINGS

## *Program Description*

### Overview:

Do you spend a lot of time in meetings? (For most managers, I know the answer to that one is YES!) How can we ensure that our meetings are as effective and efficient as they should be or could be? Come to this management training program and we'll share with you some great tips and techniques!

### Objectives:

Upon completion of this program, participants should be able to:

- Determine if and when meetings are necessary.
- Describe the differences between an informational and decision-making meeting.
- Describe things to consider before, during, and after meetings.
- Create an effective agenda/meeting request.
- Identify meeting roles.
- List ways to effectively facilitate/lead a meeting.

Length:      Workshop: 3-4 Hours

Participant Materials:      Handout  
Optional: Book—"The Secrets of Meeting Magic Revealed" at \$10.00/person