

PRIORITY MANAGEMENT YOUR MEETINGS MATTER

PRESENTATION



INTRODUCTION

How much time do you, your team and, your company spend in meetings? Are your outcomes worth the costs? Are your meetings on time, on track, and on purpose? This powerful presentation is designed to give participants an introduction to practical processes to achieve desired outcomes for meetings, in this new hybrid world.

PRESENTATION FORMAT OPTIONS

- 1-hour Face to Face presentation
- 1-hour web-based presentation

KEY TAKEAWAYS

- Better understand your pre-meeting requirements - Do I even need to have a meeting? What is my purpose?
- Understand the 4 phases of effective meetings (Achieve Focus, Gather Resources, Agenda/Outcomes and, Evaluate/Improve)
- Know how to prepare for a meeting you're attending
- Avoid virtual meeting fatigue
- Keep your meeting on time and on track