

## Do your meetings relate?

Results and follow-up rarely communicated

They rarely start or end on time

Purpose of meeting often unclear

No evaluation, so no improvement

A single person dominates the conversation



**Your Meetings Matter**

**Answered yes? You'll find great value in attending this 1 hour presentation.**

# WorkingSm@rt®

## Your Meetings Matter

Come along to this presentation and gain some insight into this powerful program and gain some tips on how to better manage your meetings This presentation can help you to:

Apply a proven planning process to meetings

Design an effective agenda to increase accountability

Run a meeting with a Bias for Action

Know precisely how to prepare to attend a meeting

Know how to keep a meeting on track

Avoid the common pitfalls that create 'meeting maddeners'

Use a quick yet effective process for evaluating meetings

**Did you enjoy this presentation? Ask us about the full-day program!**

## Additional Presentations

### **Your Team Matters**

For an organisation to excel, it needs to ensure that shared common processes and tools are maximised. This session introduces you to MS Teams, the new tool for teamwork, communication, and collaboration.

### **Are you Effective or Efficient?**

You often hear these terms being thrown around, but what do they really mean? This session provides practical tips on how to achieve a balance of both, and increase productivity.

### **The Influential Communicator**

It is critical to cut through communication static and have the heart of the message received and acted upon. This fundamental session explores communication pathways that mobilise those around you to act.

**To Book A Presentation Please Contact Us Via Below Details**

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