

# Working Sm@rt with Meetings

## Power Hour



**Priority**<sup>®</sup>

A Better Way To Work

## Course Overview

How much of your week disappears into meetings, and how many of them truly earn their place?

Working Smart with Meetings is a practical Power Hour designed to help professionals run more effective meetings before, during and after they occur. Learn how to determine whether a meeting is necessary, create purposeful agendas, leverage Microsoft Teams and Copilot, and keep discussions focused on outcomes rather than overruns.

Whether your meetings are in person, virtual or hybrid, this session provides practical tools and techniques that can be applied immediately to improve meeting effectiveness, participation and accountability.

## Program Format

This is a 1-hour Power Hour that can be delivered face-to-face or virtually via Microsoft Teams.

## Program Benefits

By the end of this session, participants will be able to:

- Decide when a meeting is required and when alternative communication methods may be more effective
- Create clear, purposeful agendas that improve focus and engagement
- Use Microsoft Teams and Copilot to capture notes, decisions and actions
- Facilitate meetings that stay on track and achieve desired outcomes
- Manage different participant behaviours and meeting dynamics with confidence
- Establish effective follow-up processes that improve accountability and action completion

## Outline and Outcomes

### Before the Meeting

- Deciding whether a meeting is necessary
- Defining objectives and desired outcomes
- Creating a purposeful POSTE agenda
- Setting up Microsoft Teams and Outlook for success

### During the Meeting

- Understanding the three key meeting roles
- Keeping discussions focused and on time
- Managing different meeting personalities and behaviours
- Encouraging participation and engagement

### Microsoft Teams & Copilot

- Capturing notes, actions and decisions automatically
- AI-generated meeting summaries
- Reducing administration and manual follow-up
- Improving visibility and accountability

### After the Meeting

- Following up on actions and commitments
- Evaluating meeting effectiveness
- Driving accountability and completion
- Turning decisions into measurable outcomes

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