

Successful Meetings Lead to Action

Taming meetings to be efficient and effective

Synopsis

Meetings are sometimes seen as unnecessary and unless actions are tasked and followed, can feel like a waste of time. How can we tame meetings to be both efficient and effective?

This workshop will take you through the psychological way of fashioning a meeting that leads to real results.

Course Topics

Our course topics include:

- Do we need to meet in the first place?
- Preparation is the key
- The elasticity of time and how to deal with it
- Become the Meeting Master
- Group-thinking vs decision-making
- Addressing the elephant in the room
- Dealing with distractions and detractors
- Rescuing a meeting
- Meeting follow-up.

Course Details

Delivery:	Inhouse
Structure:	Interactive Workshop
Time:	1 day
Class Size:	Max 15
Cost:	On request

About the Trainer



Mario Cortes is a highly skilled professional trainer and assessor with 20+ years' experience in project management, corporate training and leadership development.

His energetic training style is both informal and informative, adding a level of entertainment to ensure participants remain engaged in the learning.

As a trainer-assessor for the Diploma of Project Management, Mario's other talents include working as a Project Manager; Change Management expert; keynote speaker; MC and author.