

Move that Meeting: Facilitating Effective Outcomes



Meetings can be dreadful, especially when the meeting leader does not know how to facilitate a meeting effectively. This results in huge amounts of wasted organizational capacity in both time and money. In fact, most people have never experienced an effective meeting! They just know that the meetings they attend are painful and unproductive (a.k.a., “this is the way we do meetings around here”).

The *Move that Meeting: Facilitating Effective Outcomes* workshop changes all of that. Here you will learn where your meetings are broken; how to fix them; and techniques to build accountability with your meeting participants. Be prepared for the powerful experience of discovering your strengths and opportunities for facilitating meetings during a videotaped exercise. Because meetings take place both face-to-face and virtually, each component of the workshop addresses how to bridge both worlds. Most importantly, identify how you can contribute savings to your company’s bottom line when it comes to facilitating meetings.

Your schedule is hectic – especially with all that wasted time spent in meetings. So we will work with you to formulate a 2-day workshop that uses your time wisely!

Course Outline

- I. Introduction and Ground rules
- II. Overview of adult learning theory
- III. Understanding learning styles
- IV. Providing effective feedback
- V. Practicing vital listening skills
- VI. Debriefing approaches
- VII. Questioning techniques
- VIII. Meeting and presentation agendas
- IX. Engaging meeting participants
- X. Intervention skills
- XI. Managing difficult or problem participants
- XII. Transferring – action plans after meetings
- XIII. Videotaped practice session
- XIV. Conclusion

Please visit us to learn more at www.baldusconsulting.com or call us at 515-988-3938.