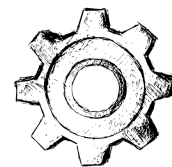


7 HABITS OF HIGHLY EFFECTIVE MEETINGS



A STUDY REFERRED TO IN THE HARVARD BUSINESS REVIEW SHOWED SOME ALARMING FINDINGS ABOUT MEETING:

'We surveyed 182 senior managers in a range of industries: 65% said meetings keep them from completing their own work. 71% said meetings are unproductive and inefficient. 64% said meetings come at the expense of deep thinking. 62% said meetings miss opportunities to bring the team closer together.'



IN A HALF DAY SESSION, YOUR STAFF WILL LEARN THE 7 HABITS FOR HIGHLY EFFECTIVE MEETINGS!

1. Obtain Written Agenda in Advance

Vague intentions to have a discussion on a topic rarely end on a productive note. Learn the importance of writing (or requesting) an agenda for every meeting and design a template that works.

2. Determining who needs to attend each meeting

For meeting organisers: learn how limit the number of people attending the meeting. The purpose of meetings is to make decisions and get work done. For the most part, meetings are not the best way to simply share information. So decide who is must attend based on whether they are a decision maker, have expertise to share or the outcome affects them.

3. Managing the Meeting By The Clock

Learn how to time the discussion and keep to time in a meeting. When nobody takes charge of managing time, it is easy to become careless and unfocused. Remember – when people attend a meeting they cannot do anything else. Make the time count!

4. Using a “Parking Lot” To Manage Off Topic Discussions

This helpful device performs two useful functions. First, it serves to keep the meeting focused on the stated agenda. Second, the parking lot acknowledges important points raised by attendees.

5. Action and read!

Learn how to track everything you need to action from each meeting and any reading that needs to be done prior to a meeting using OneNote.

6. Writing meeting minutes and note taking

Create templates for meeting minutes and note taking that can be used by everyone attending and easily followed.

7. Follow Up on The Meeting

Learn how to summarise a meeting via email and track tasks and appointments that arise from the meeting in Outlook Tasks and Calendar.