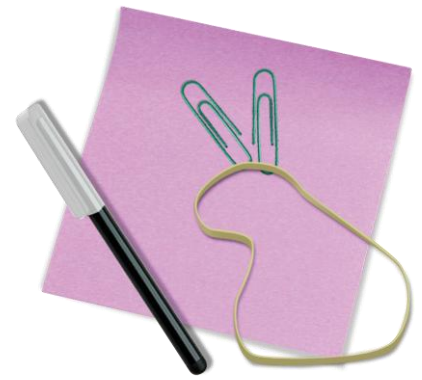


# Hello and welcome to

# Making Meetings Magic

The key to running effective meetings



## Length/Format

3 hour workshop including implementation time to plan future meetings

## Overview

Think of how many hours we all spend in meetings. Then think how magnificent it would be if every single one was powerful, purposeful and helped you make decisions which worked for you and for the common good. Yes, every meeting is a priceless opportunity to surprise ourselves with just how much we can achieve together. This session gives you an opportunity to think about what makes effective and productive meetings, and gives you the tools to help you make every meeting magic.

## What you'll learn

- The financial & productivity cost of meeting – helping you decide when it's OK to NOT meet!
- How a good chair can facilitate action through meetings
- Tips, tools, ideas and perspectives from leading thinkers and facilitators such as Edward DeBono, Nancy Kline, Merlin Mann, Tim Ferriss, Lois Graessle & George Gawlinski
- Learn how to be a better participant in meetings – even when someone else is chairing them badly!
- Learn techniques to handle 'undercurrents' – the unsaid politics that you can't get distracted with, but equally can't afford to ignore
- Discover the power of the 40-20-40 principle from the book 'Meeting Together' & structure your thinking with the '5 P's + 1' model to increase productive follow-through
- Learn how everything from seating arrangements to visual aids can transform your meetings
- How to avoid and eliminate pointless meetings...forever!

## What you'll do

- Reflect on your good and bad experiences of meetings in your own organisation
- Plan the next meetings you are due to chair or participate in
- Implement tools to improve the preparation and follow-through from meetings and increase the productivity of your meetings

If you would like more information or would like to book a session now, please contact us via:  
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