

# Working Sm@rt in Meetings

*Hybrid Edition*

## Course Overview

In this workshop, you will learn how to plan, organise, and run successful meetings. Additionally, you will discover how to maximise your productivity during meetings. By adopting a business planning approach, you can increase the effectiveness of your meetings and save valuable time. Join us to experience the immediate benefits of this approach.

## Program Format

This is a 4-hour program that can be delivered face-to-face or virtually.

## Course Objectives

- Apply a proven planning process to meetings.
- Design an effective agenda to increase accountability.
- Run a meeting with a bias for action.
- Know precisely how to prepare to attend a meeting.
- Understand how to keep a meeting on track.
- Avoid the common pitfalls that create 'meeting frustrations'.
- Use a quick effective process for evaluating meetings.
- Identify virtual and hybrid meeting best practices.

## Course Outline

### Pre-Meeting Requirements

You will learn the essential steps for effective meeting preparation, whether in the role of chairperson or participant. This includes the crucial task of creating an agenda that will lead to productive outcomes and deliver results.

### During Meeting Requirements

Priority Management will teach you how to effectively execute well-planned meetings. By mastering this skill, meetings can become an efficient communication tool to ensure alignment, promote a bias for action, and enhance teamwork.

### Post-Meeting Requirements

You will learn post-meeting actions. This includes the best practices for ensuring that meeting outcomes are translated into actionable items for all participants. Additionally, we will discuss strategies for effective follow-up to ensure that tasks are completed in a timely and efficient manner.

### Your Solutions and Action Plan

You will identify solutions to your frustrations and create your campaign for Working Sm@rt in Meetings. This will involve a detailed and concise action plan that addresses the issues you have faced and design practical solutions to improve your meeting efficiency whether they are in-person, virtual, or hybrid. By implementing these solutions, you will achieve greater productivity and success in your work.



**Priority**<sup>®</sup>

A Better Way To Work

Priority Management Australia

1300 187 203

[admin@prioritymanagement.com.au](mailto:admin@prioritymanagement.com.au)

[www.prioritymanagement.com.au](http://www.prioritymanagement.com.au)