



## WorkingSm@rt® IN Meetings

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### Who Should Attend:

Workgroups and teams; including managers, technical and sales professionals, supervisors, administrators and project leaders who currently conduct or attend meetings.

### Format:

- Half-day instructor-led session
- Customised web-based virtual classroom sessions

### Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Electronic Meeting Tools
- Enrolment in our monthly LearningLink e-newsletter

### Related Training:

- Priority Influencing
- WorkingSm@rt® using Microsoft Outlook
- WorkingSm@rt® using IBM Notes

Get your meetings on time, on track, on purpose.

Learn not only how to plan, organise and run a successful meeting but also how to get the most out of the meetings you are required to attend. Immediate benefits are a “business planning” approach to meetings, increased meeting effectiveness, saving time and improved meeting outcomes.

### This course will help you:

- 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
- Know how to keep a meeting on track
- Avoid the common pitfalls that create ‘meeting maddeners’
- Use a quick yet effective process for evaluating meetings

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A Better Way To Work

**Priority Management Australia**

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# Detailed Synopsis:

## WorkingSm@rt® in Meetings

Priority's WorkingSm@rt® in Meetings workshop is a powerful hands-on session designed to give participants a practical process to get better results and higher satisfaction from meetings. It combines information from the latest meetings research with ample opportunity for participant exercises and sharing of ideas. Structured activities and examples give participants a chance to practice new behaviours as they learn.

This course is most effective for executives, managers, team and project leaders, and anyone whose calendar requires that they attend many meetings and want to be a part of improving organisational effectiveness. It not only addresses how to plan, organise and run a successful meeting but also how to get the most out of the meetings you are required to attend.

### Introduction

In this unit we will discuss the Meeting Maddeners, the challenges and solutions that can be put in place to ensure the organisation is Meeting Sm@rt.

### Unit 1: The Four Phases for WorkingSm@rt in Meetings

In this first unit we will look at the four fundamental phases of any meeting which lead to the highest ROI possible.

### Unit 2: Pre-meeting Requirements

You will gain an appreciation of what it takes to prepare effectively for any meeting, whether as the chairperson or as a participant.

### Unit 3: Constructing the Agenda

Priority Management will show you the four key areas to address when constructing an agenda that ensures the meeting will be on time, on track, and on purpose.

### Unit 4: During the Meeting

Priority Management will show you how to master the execution of your now well planned meeting. Meetings will become an effective two-way communication vehicle that ensures alignment and a bias for action.

### Unit 5: After the Meeting

You will learn the best way to ensure that the meeting outcomes become activity inputs for participants of the meeting as well as how to ensure effective follow-up.



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