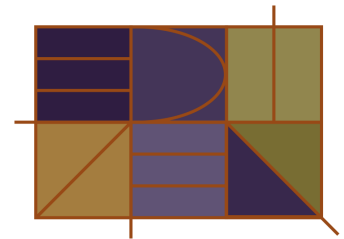




## Mastering the Art of Business through Leadership Development



# EDIZEN

### Workshop **Managing Effective Meetings**

**Summary** Meetings are a part of every organization, yet few possess the skill to effectively facilitate and manage a meeting. When meetings are not managed well, productivity and morale suffer. This workshop will provide concrete tools and methodologies to help participants both run and participate in meetings. It will focus on the three phases of meeting management: pre-meeting preparation, meeting facilitation and post meeting action steps.

**Format** Half day to full day workshop

**Target Audience** Team leaders, supervisors, managers, executives

#### **Topics Covered and Learning Objectives**

- Understanding the pre-meeting actions that enhance the quality of a meeting
- Learning how to compile a complete and informative agenda for a meeting
- Practicing group leadership skills (task and maintenance) that facilitate productive group discussions
- Learning tips and techniques for seat and table arrangement
- Understanding the importance of group memory
- Acquiring strategies for preventing and stopping behaviors which are not conducive to quality meetings

Leadership Development programs from Edizen are designed to motivate participants to take the steps necessary to improve their leadership style in ever changing work environments.

### **Contact Edizen today**

to learn more about how we can help you and your organization meet your goals.

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