



## **Not Another Meeting!** Effective Meeting Skills Training

What's worse than a long meeting in the middle of a busy day? A long meeting that is poorly organized and inefficient. Face it, in today's busy workplace, no one has time to waste, and yet keeping everyone up to date, on the same page and informed has never been more important in successful and prosperous companies. This seminar helps you change your meetings into opportunities for productive, *efficient* communication.

With e-mail, tele-conferencing and conference calls, even the structure of meetings is changing. This session focuses on the key ingredients for conducting productive, time-conscious meetings no matter what the format.

### **4-hour Session:**

- How to prepare for meetings
- Expectation setting and the importance of agendas
- How to conduct a meeting
- The leader's role in soliciting meeting participation while ensuring that everyone stays on track
- How to conclude a meeting
- How to follow up after a meeting

Participants also learn how to handle such meeting challenges as what to do with a 'monopolizer', and how to avoid or quickly resolve group misunderstandings. This seminar has been developed to make sure your next meeting is the most effective it can be – making the maximum use of your communication skills, and the best use of everyone's time.

**Call today for more information about these exciting programs!**  
**800.577.4293**

*These sessions also offered in Spanish.*