

RUNNING A MEETING PEOPLE WOULD WANT TO ATTEND

More comic strips have been written about attending meetings than any other organizational activity. One of the key differences between a boring meeting and “Wow that was a good meeting” is the leader’s preparation. What it takes to mentally and physically prepare for a meeting is dramatically underestimated. Most leaders do not properly prepare, there by letting the attendees down. Leadership is an awesome responsibility and you will learn how to leverage the position to help make meetings more meaningful.

- How to prepare for a meeting
- The key benefits of using an agenda and sticking to it
- Keeping the meeting moving
- Utilizing the In/Out Rule to make real progress
- Dealing with runaway participants
- Accountability – Learn to Love It!
- Firming up commitments
- How to best use the Leader’s time between meetings
- How to complete the agenda and end the meeting on time

About the Instructor

Paul Hine is president of ProfitLink Inc., a customer-focused consulting firm that helps companies to develop and implement change initiatives. He has worked extensively with manufacturing, retail, distribution and service organization. He earned his bachelor's and master's degrees in business from the University of Connecticut and is co-author of *The World of Negotiations—Never Being a Loser*.