

# Managing Productive Meetings

Are your meetings the productive sessions you want them to be? Poorly run meetings are a hidden expense for businesses and a source of frustration for participants. However, targeted and well-run meetings are a source of collaboration and productivity.

This course reveals how you can turn unproductive meetings into creative powerhouses. This course will make you known for organising and facilitating smooth and effective meetings.

## ***Designed for you***

This workshop is designed for any person wishing to prepare, structure and facilitate highly effective meetings.

## ***Outcomes***

Learn how to:

- prepare and plan a successful meeting
- create a climate of trust amongst participants
- manage time wasters, chatter boxes and meeting hijackers
- drive action and commitment
- close meetings on an upbeat and positive note
- evaluate meetings quickly and effectively
- follow up on meetings to ensure action.

## ***Tailored group training - in-house or through virtual workshops***

Ask us how we will tailor this program to your organisation or team.

Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

Tailoring is mostly for free and always economical as costs are based on a per day delivery and not per participant.

## ***Request a quote***

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at [info@icml.com.au](mailto:info@icml.com.au).

# Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

## Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

## Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

## Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

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