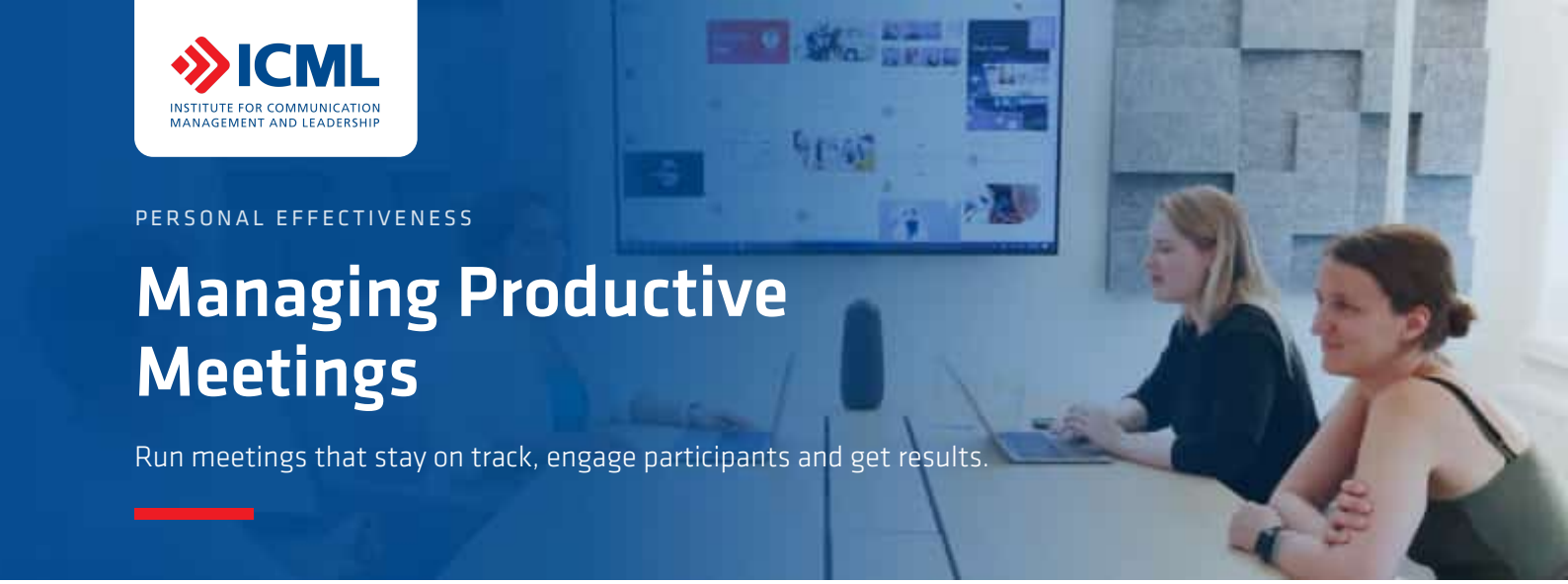
ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



PERSONAL EFFECTIVENESS

Managing Productive Meetings

Run meetings that stay on track, engage participants and get results.

WHO IT'S FOR

People who plan, chair or run meetings and want them to be more productive.

DURATION

3 hours, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Decide when a meeting is needed and who should attend
- Plan a clear purpose and agenda in advance
- Start on time and keep discussion on track
- Draw out quieter participants and manage dominant ones
- Close with clear decisions, actions and owners
- Follow up so agreed actions actually happen

ABOUT THIS PROGRAM

Too many meetings start late, wander off the agenda and end without clear actions. Our meeting management training shows participants how to decide whether a meeting is needed, plan it well, keep discussion on track, draw in every voice and close with decisions and owners. Participants practise on the meetings they actually run, and leave able to give people back time every week. Participants also learn to run hybrid meetings so that everyone contributes, wherever they join from.

Tailored to your organisation

We build in your meeting types, tools and culture, from daily stand-ups to board and committee meetings, so the techniques fit how your people meet.

"

Justine was absolutely lovely! The training was fun and informative and I feel like I learnt a lot!

Royal Victorian Eye and Ear Hospital – Victoria

Talk to us about this program

1300 655 098 · info@icml.com.au

Enquire online