

Meeting Essentials

Virtual in one hour

This workshop focuses on the elements of more productive meetings, including the decision-making model for whether or not to attend meetings, the keys for setting up productive meetings, and aligning on meeting governance and guidelines. Can be offered with an intact team or individual open enrollment to take back key learnings.

Course Outline

Meeting Decision Model

- Challenging the meeting culture, habits around saying yes, and doing back-to-back meetings
- Trusting it's OK to say no, but seeking clarity first
- Asking the inviter clarification questions to make a good decision
- Aligning decisions to key objectives and priorities

Keys for Productive Meetings

- Defining purpose
- Deciding who should attend
- Drafting a clear agenda
- Including supporting information, such as what participants should prepare for
- Setting up a meeting template in Outlook

Governance and Guidelines

- Being clear on the purpose of the meeting
- When to schedule a meeting vs. other ways to connect
- Breaking the cycle of recurring meetings
- Required vs. optional participants
- Leading effectively
- Fully participating and getting alignment on not multi-tasking