

Effective Meetings Training

Up to 40% of a working day can be spent in meetings, 20% preparing for meetings and 10% travelling to and from meetings. Leaving 30% for breaks and working on your tasks. On average a person performs at 85% efficiency! So meetings must be Value added. GOAL - Focus on the number 1 task linked to improving a KPI is key to business success.

Aimed at

Organisations which spend significant time in or creating documents for meetings which are not directly linked to the businesses goals and objectives.

Need/issue

Excessive time is spend in meetings, where people are not contributing 100% of the time. This is waste and is none value added.

Outputs

Clear process for a 30 to 40 minute meeting.
Solid understanding of how to chair or participate in a value added meeting.
Increase in available time to work on other tasks linked to business objectives.

Benefits

Delivery of tasks on time.
Clear and transparency of bottleneck topics linked to project failure.
A more productive and motivation meeting environment
Increase in available time to work on more key tasks linked to the business objectives.
Up to 40% more time.

Phase or stage

When deadlines are not been achieved due to task failure
Starting a new project and securing best practice for project ahead.

Timings

1-2 day - max 20 people.
Training & Role play.