

# Making Meetings More Productive

## *Practical Solutions on How to Lead and Control Effective Meetings*

### OVERVIEW

Are you meeting more and enjoying it less? Have you and your co-workers come to regard meetings merely as a necessary evil? It doesn't have to be that way. A decade of research into the dynamics and strategy of meetings shows that following several key principles actually can make meetings the most productive part of your working day.

Meetings are becoming more and more important, especially in organizations that rely heavily on teamwork across departments. Survey results published by the Annenberg School of Communications at UCLA and the University of Minnesota show that managers, on average, spend 40%-50% of their working hours in meetings. Yet, as the amount of time we spend in meetings continues to increase, studies also point out a discouraging trend: Surveyed professionals agree that as much as 50% of that meeting time is unproductive and that up to 25% of meeting time is spent discussing irrelevant issues. Typically, managers complain that meetings are:

- Too long
- Scheduled without adequate time to prepare
- End without any clear result.

Is the situation hopeless? Hardly. Making Meetings More Productive is a workshop that will help participants become a much more effective meeting manager.



### GOAL

The goal of this workshop is to provide the skill and knowledge required to exert appropriate control over meetings—create a receptive and energetic atmosphere—encourage timely and appropriate participation—and get others to follow through for results.

### BUSINESS RESULTS

- Increase involvement of meeting participants
- Decrease meeting times
- Make meeting time more productive
- Eliminate unnecessary meetings
- Ensure accountability for follow up and action items
- Describe and apply necessary preparation steps to ensure effective meetings
- Describe the key roles, goals, and techniques for being an effective meeting leader
- Describe the pitfalls that influence the outcome of meetings
- Increase involvement of meeting participants