This workshop prepares you to plan and lead meetings that leave participants feeling productive, energized, and prepared to tackle any action or project.

**What You’ll Learn**

You’ll learn to plan and conduct meetings that are truly effective. Discover how to enhance meetings that increase engagement, build cooperation, and garner positive results. Keep meetings on-task and improve the efficiency of everyone involved.

**Why you want to learn it**

When planned, conducted, and led effectively, meetings can have an enormous positive impact on an organization's outcomes. Regardless of the complexity of the meeting or format (in-person or virtual) through proper planning you can strengthen, enhance, and shorten meetings -- and even eliminate the need for future meetings. Don't suffer through another assembly; learn to make the most of your time and hold meetings that work!

**How it will help you**

Building cooperation and engaging others takes skill and practice. Knowing how to determine when a meeting is needed, what needs to be covered, who needs to attend, and how to make the most of the time is key to effective management. Setting guidelines and staying on track and on time in meetings makes others look forward to the time they spend with you.