

People Skills Training

# Lead Effective Meeting

In-Person

Dale Carnegie said that the secret to success is trying honestly to see things from the other person's point of view. Leaders bring people together to identify needs and expectations in a risk-free and open environment. Many guidelines for meeting effectiveness are offered during this course. There are things we consider before, during, and after meetings that improve the quality and consistency of what is communicated. After completing this course, you can demonstrate the guidelines for leading an effective meeting to build cooperation and trust.

## What you'll learn

This course covers the human relations skills essential for building cooperation and positive results in meetings as well as the three components of an effective meeting leadership strategy: pre-meeting planning, managing the meeting, and post-meeting follow-up.

## Why you want to learn it

In a survey conducted by TNS Express for Genesys Conferencing, it was no surprise to find that many people bemoan meetings. In fact, 54% of those surveyed would rather mow the lawn than sit in a boring or unproductive meeting! 41% would rather wash the kitchen floor, 26% would prefer to research car insurance rates, 25% chose going to the dentist over sitting in a meeting, and 23% would rather read the phone book. What does this tell us about meetings? The fact is, however, that meetings are here to stay. They are a part of the corporate and organizational culture and when conducted and led effectively, can have a huge positive effect on an organization. Regardless of the complexity of the meeting, proper planning is essential to strengthen, shorten, enhance, and maybe even eliminate some meetings.

## How it will help you

At the completion of this module, you will be able to: Generate participation in meetings by applying human relations principles / Discover ways to build cooperation and positive results in meetings / Consider guidelines for meeting effectiveness before, during, and after