

Presentations-teknik

# Lead Effective Meetings

På plats

Meeting for the sake of meeting doesn't benefit anyone, and it ends up wasting valuable time and costing the organization untold sums of money. On the other hand, effective meetings can save time in the long run, and motivate others to get things done. Learn the difference between effective and ineffective meetings and you save time, money, and lots of headache!

## Vad du kommer att lära dig

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.

## Varför du behöver lära dig det

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!

## Hur det kommer att hjälpa dig

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.