

# FACILITATING MASTERFUL MEETINGS

Produce remarkable results in every meeting. Amplify the way you collaborate.

## WHY IT WORKS:

**Facilitating Masterful Meetings** is a convenient, one-day course designed to help you improve your everyday meetings with practical group facilitation skills. This course unveils a holistic, yet approachable, meeting framework for maximizing your group's performance and productivity every time you convene and collaborate. Your meetings will start with success and close with commitment. Our meeting framework incorporates strategies and formulas to overcome the most common hurdles that plague groups in meetings every day – late starts, unproductive or misused time, discussions without purpose or preparation, lack of buy-in, and dysfunctional behavior. **BONUS:** You will be given the tools and roadmap to diminish the biggest culprit of wasted time and money in most organizations.

## LEARN HOW TO:

- Eliminate unnecessary meetings
- Delineate between meeting types
- Determine the right participants
- Develop a results-driven agenda
- Start meetings on time with everyone
- Manage dysfunctional behavior in three ways
- Increase productivity and efficient use of time
- Keep meetings on track and focused
- Bring your group to consensus
- Close your session with clarity and commitment

## IDEAL FOR:

Individuals seeking to drastically improve the quality and output of their meetings, including leaders, supervisors, managers, product and project managers, facilitators, trainers, business analysts and re-engineering teams

## DURATION:

One day

## OBJECTIVES:

- Identify the role of meetings, the different meeting types, and how to avoid unnecessary meetings
- Describe typical problems with meetings
- Define the qualities of masterful meetings
- Provide a starting set of meeting rights to empower participants
- Describe detailed meeting techniques for achieving masterful meetings
- Give practice in using the meeting techniques to run masterful meetings
- Provide a roadmap for transforming meetings throughout your organization
- Provide techniques to use when you are not the meeting leader

## AGENDA

Getting Started  
 The *Masterful Meeting* Vision  
*Masterful* Execution  
 What If There is Dysfunctional Behavior?  
 What If There is Disagreement?  
 Next Steps  
 Review

## WHY CHOOSE THIS COURSE?

Because you sit through them every single day – meetings that...

- Don't start on time
- Don't have a purpose
- Don't stay on topic
- Don't resolve the critical issues
- Don't have the right people present
- Don't engage participants
- Don't reach a decision
- Don't produce an outcome worthy of the time invested

On top of that, roughly 11 million meetings take place daily in the United States. About a third of them are unproductive. This amounts to \$37 billion a year lost to wasted meeting time. Facilitating Masterful Meetings will equip you with the structure and the strategies to produce desired outcomes, stimulate engagement, and drive results in every meeting – saving you time and money.

## WHAT IS COVERED?

The course covers the four components of our meetings framework:

**I. Your Meeting Rights:** Discover the tools for empowering meeting participants to make unproductive meetings unacceptable.

**II. Masterful Meetings Vision:** Understand the vision of Masterful Meetings and the role meeting leaders and meeting participants play in realizing this vision.

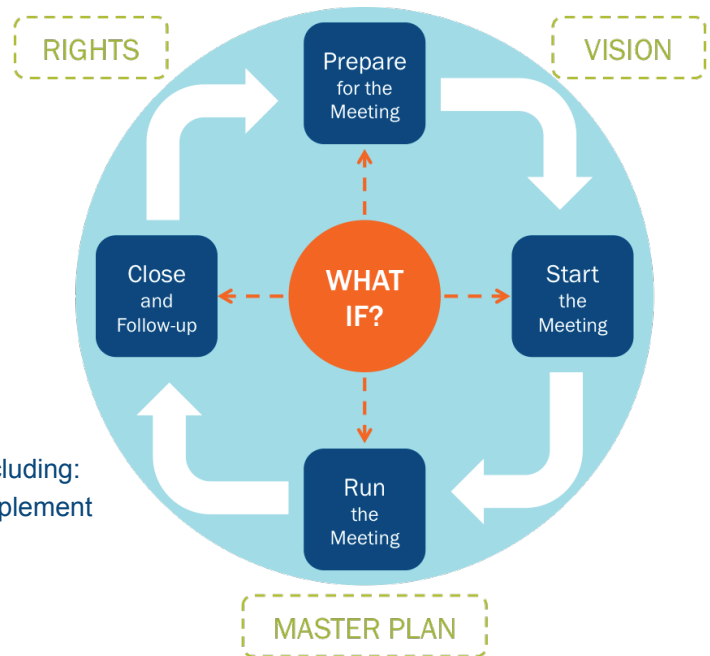
**III. Masterful Meetings Blueprint:** A roadmap for meeting leaders to prepare, start, execute, and close meetings by overcoming a series of “what if?” scenarios.

- What if there is dysfunctional behavior?
- What if there is disagreement?
- What if the meeting leader is not leading?
- What if the meeting leader is virtual?

**IV. The Master Plan:** A guide for organizational leaders to transform *all* meetings inside the organization.

The Master Plan covers key steps for transformation, including:

- Gaining buy-in from the organization's leaders to implement the Masterful Meetings framework
- Establishing a baseline that measures the current effectiveness of meetings
- Putting in place a transformation team
- Providing support and skill-building opportunities
- Implementing accountability
- Rewarding successes
- Measuring and sustaining progress



## OTHER FEATURES

**Spring Forward** – You will receive support to implement your learning through our 60-day check-in program. At the end of the course, you will be asked to indicate at least one technique you will apply in the next 30-45 days. At the 60-day check-in, we will follow up to check your progress.

**The Secrets to Masterful Meetings** - Your enrollment includes this powerful book written by Leadership Strategies' CEO and Certified Master Facilitator, Michael Wilkinson.