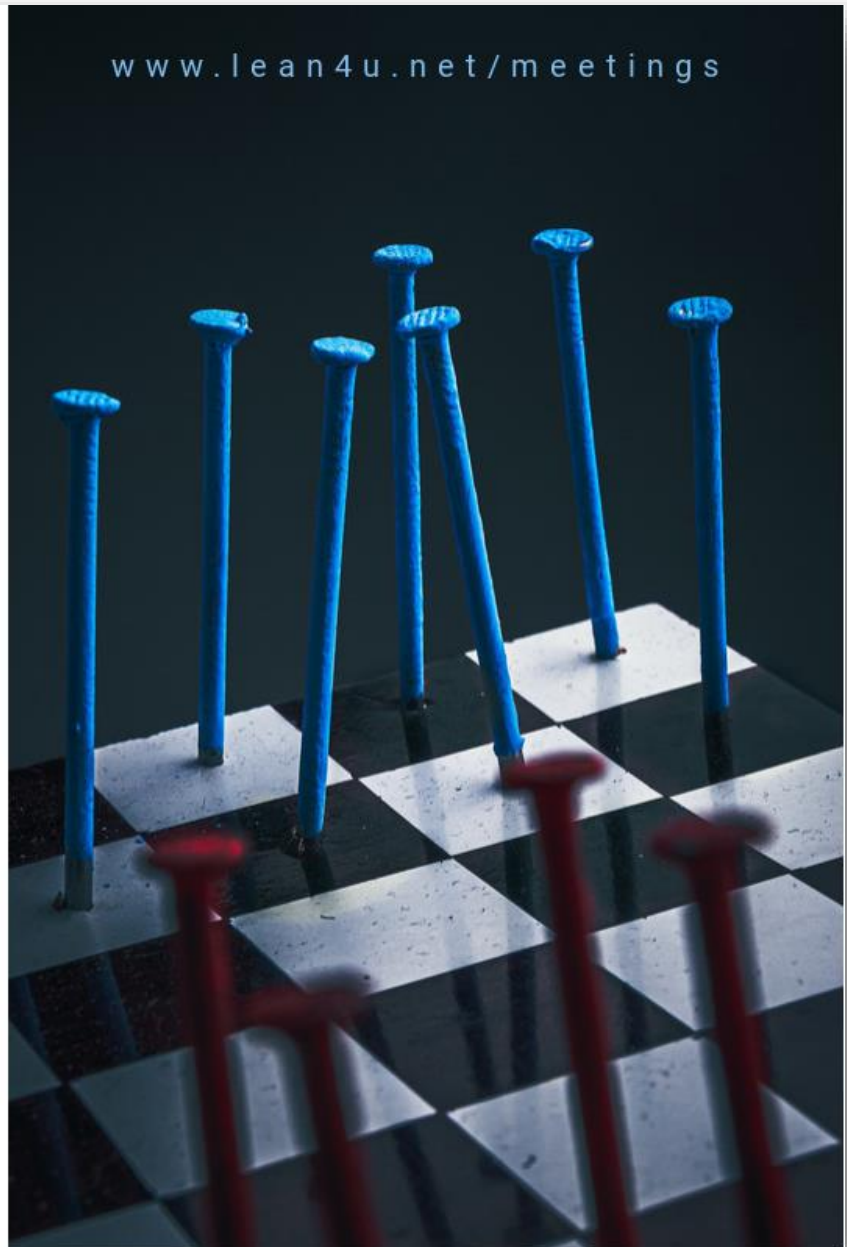


www.lean4u.net/meetings

Running Effective Meetings



Lean 4U





Running Effective Meetings Workshop

Who it is for

Anyone who wants to develop their planning, managing, and facilitation skills for running effective business meetings.

What it is about

“Have you ever been in a meeting where conflict got in the way of achieving meeting goals? Where someone dominated the discussion and others didn't contribute at all? Where the discussion wandered, and little was accomplished?

The human factor can introduce problems in meetings, despite your best preparation and planning endeavours. But you can learn to improve the effectiveness of your meetings by evaluating them and addressing common problems that jeopardize their progress.

Program overview

Introduction –

This workshop shows you how to measure the effectiveness of your meetings, and how to intervene appropriately during meetings to get back on track when specific problems arise. It explores numerous cases involving lack of civility and decorum, poor productivity, and unbalanced participation, and equips you with strategies for handling these problems.

Finally, this course surveys the unique challenges of the virtual meeting format and provides guidelines for getting the most out of your virtual meetings in spite of these challenges.

Content –

In this workshop, the following topics will be covered:

“Planning is everything”

- ✓ Determining purpose and objectives
- ✓ Calculating meeting cost
- ✓ Meeting preparation checklist

How to deal with meeting problems



- ✓ Meeting participation
- ✓ Meeting assessment tool
- ✓ Challenges in virtual meetings

Lead effective meetings

- ✓ Responsibilities of a meeting leader
- ✓ Decision taking in a meeting
- ✓ Closing and following up

Duration –

This is a 2h30 online and interactive workshop. Upon request, the content of this workshop can be split into different chapters and provided through online dedicated training sessions.

What is unique about this program

- The tools: these are practical tools that have been used in hundreds of assignments by consultants and executives.
- The focus on examples from real organizations, including your own.

Contact

For more information and to register, please contact info@lean4u.net or via our contact form [here](#)
Ask for a quote request [here](#) or book a free 30-min. consultation [here](#)



About Lean4U



Why Lean4U

"You are so complicated to do business with!" – How many times inside out have you heard this? This is a fact, the vast majority of companies - either small, medium or large, struggle with simplicity. In other terms, companies lack agility and flexibility required to give the customer a good reason to come back and enhance customer advocacy.

Lean4U was born with the intention of truly driving simplicity.

Who we are

The Lean4U leadership team is about multi-language people bringing 20+ years of experience in multinationals in area such as Customer Service, Sales Operations, Supply Chain, Logistics, Processes Excellence and Strategy overall.

We promote our consulting activity under the logo Lean4U and website www.Lean4U.net

What we believe in

"Small steps, big returns, ..." – It's not about making big changes, it's about taking actions driving results, every day.

... with the right talent" – A successful application of Lean starts by understanding that improving methods does not mean that people will automatically alter their attitude towards change. This requires developing the right talent on your team to accept changes positively.

What we are passionate about

Simplicity! And of workshop Lean Office, including a high dose of management skills – Leadership, Communication, Emotional Intelligence (EI) and Coaching & Mentoring being at the top of our list.

The combination of the two of them, Lean Office and Management skills, is the path to success.

What we are aiming to

Our reward is to know that we helped you make it happen in meeting your business objectives focusing on Lean Office and management skills, and creating a work environment satisfactory, enriching and rewarding.

What our targeted audience is

From a process perspective, any support functions- or "office-based functions" of any small, medium and large organization such as Customer Service, Human Resources, Accounting, Purchasing, or even Sales & Marketing.

Basically, anyone who understands why creating a great workplace matters and is willing to learn how!