

Soft-Train



*At Soft-Train
Technology Works*

Leading Effective Meetings (2 Days)

COURSE GOAL: Make meetings so successful that your attendees will look forward to the next one.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Develop a goals focused and realistic agenda
- Increase the effective use of all available business resources
- Encourage and increase participation by all attendees.

KEY TOPICS:

I. Leading Meetings

- A.** Get the Whole System in the Room
- B.** Control What You Can, Let Go What You Can't
- C.** Explore the "Whole Elephant"
- D.** Let People be Responsible
- E.** Find Common Ground
- F.** Master the Art of Sub grouping

II. Managing Yourself

- A.** Make Friends with Anxiety
- B.** Get Used to Projections
- C.** Be a Dependable Authority
- D.** Learn to Say No I You Want Yes to Mean Something
- E.** Ten Principals, Six Techniques