

Team Meetings

After discussing what makes meetings *ineffective*, participants will immediately be immersed into a team meeting role play – different than most role play experiences. Participants will then be introduced to the steps that can be taken to create effective team meetings. A variety of activities will be included in the discussion of the steps and the implications that affect team meetings. Participants will complete an action plan focusing on the changes necessary to make their future meetings more effective.

Objectives

- ★ Understand the importance and benefits of conducting effective meetings.
- ★ Implement the steps to create successful meetings.
- ★ Practice the team leader's and team members' roles for enhancing meetings.

Training Time

8:00 AM - 2:50 PM

Attendees

Teams, especially powerful for intact work teams

Recommended class size

6 - 30 participants

Recommendations

None

Requirements

None

Investment

\$8,000. In other words, if you have 150 participants, it would cost \$53 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$32 each; 500 participants = \$16 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Session 1 (100 minutes)

Welcome

Team Meetings Introduction

Team Meeting Role Play

Steps For Effective Team Meetings

Step 1 – Purpose and Expected Results

Step 2 – Agenda

Break

Session 2 (75 minutes)

Step 3 – Open the Meeting

Step 4 – Discuss Completely

Break

Session 3 (105 minutes)

Step 5 – Keep Focused

Step 6 – Show Appreciation

Step 7 – Summarize and Follow Up

Lunch

Session 4 (70 minutes)

The Best Kind of Meetings

Team Leaders and Members

Communication Patterns

Break

Session 5 (60 minutes)

Team Meeting Role Play Revisited

Tips and Action Plan

Wrap Up