

Maximizing Time: Streamlining Meetings

“Oh, no!” Is that your reaction when you are scheduled to attend a meeting? Do you look upon meetings as little more than a work interruption, a waste of time? Don’t feel alone—many managers characterize a successful meeting as one attended by three people, one of whom is out sick and the other away on a business trip.

Meetings are necessary for all sorts of organizational reasons. They are only useful, however, if viewed as a means of working toward a result the members of a group could not have achieved individually.

With time at such a premium, effective meetings can be critical to individual and corporate success. In *Maximizing Time*, you will learn techniques to make meetings more efficient and productive, from the standpoint of both a meeting leader and a participant.

“As far as their effect on productivity is concerned, most executives agree that the typical meeting is murderous.”

*Raymond Dreyfack
How to Kill a Good Meeting*

You Will Learn To:

- Decide whether or not a meeting is necessary
- Identify and overcome common meeting pitfalls
- Prepare for and conduct successful meetings
- Establish and maintain meeting focus and clarity
- Ensure post-meeting follow-through

You Will Benefit By:

- Leveraging people dynamics to unite those around the meeting table
- Making your meeting time productive
- Improving the nature, content and quality of meetings