DISCERN
Now You're Talking!

Meetings that Work – 2 × 3 hour sessions

What's it all about?

"An event at which the minutes are kept and the hours are lost" - unfortunately this quote is far too often an accurate definition of a meeting at work.

If you're a manager who regularly meets with your team (and you should be!) or you meet with other managers - this course will help you make the most of that time.

Who is it for?

Managers, supervisors and team leaders who've got teams with stuff to talk about or stuff to talk about with their team. Anyone else that chairs meetings.

- **Choosing to Meet** — is it worth the cost?
- **Mission Planning** — getting ready for an effective meeting
- **Controlling Culture** — looking at the unwritten rules of the group
- **Finding your Aim** — goals and strategy
- **The Paper Trail** — agendas and minutes that work
- **The Holy Trinity** — the three roles that should be filled in every meeting
- **Hijackers, Gophers, Snipers and Sloths** — dealing with the problem children in your group
- **Getting on the Tools** — idea generation and decision-making tools and how to use them effectively