



Mosaïque Consulting LLC

Facilitating Effective Meetings!

Let's face it, meetings are not always fun, effective, or productive. Yet some meetings leave you energized, informed, motivated and ready to take action. Facilitating an effective meeting is a skill. It is more than just moving a group through the agenda. It is an event consisting of people, content, and most importantly outcomes.

Meetings are not popular because they take up time – usually that of many people. So, why are good meetings so rare? It is like anything, it takes some work and practice to make a meeting 'great.' Meetings are essential within an organization and when planned and facilitated properly, they provide the opportunity to improve communications, generate new ideas, and to get everyone on board!

This workshop is designed to help those individuals become more effective at planning and facilitating meetings.

Workshop Objectives:

- Review how to plan for a meeting so it is successful
- Explain how to facilitate an effective meeting
- Determine who should attend the meetings
- Discuss how to use team meetings as 'productive time'
- Discuss common obstacles to productive meetings and how to avoid them
- Review how to get the group engaged and participating and how to handle meeting dynamics



Target Audience:

- Employees, Project Leaders, Managers, Supervisors, anyone who plans or facilitates organizational meetings

Course Length:

- 2 – 6 hours