We’ve Got to Stop Meeting Like This!

Put a stop to meetings that waste employees’ valuable time.

For your business needs on: Meeting Management, Teamwork, Time Management

How -To Training Points:

- How to use an agenda to stay focused
- How to support the agenda with goals, delegation, and time frames
- How to involve participants in the meeting
- How to resolve disagreements

There’s no getting around it. Meetings are a way of life in today’s organizations where teams demand a high level of involvement and communication. But they don’t have to be a waste of time.

We’ve Got to Stop Meeting Like This! puts American Media’s celebrated “how-to” formula to work on meeting management. It will show your staff how to turn even the most misdirected meeting into an organized, productive session where participants are valued, focused, and involved.

Video Synopsis:

The action opens on a meeting that has been “hijacked” by Carl, a long-winded accountant who has participants yawning, composing grocery lists, and thinking of reasons why they need to leave. It is the first on many challenges the meeting facilitator must resolve—from handling difficult personalities to sorting out objectives and plotting a clear course for action.

Through the course of this entertaining dramatization of a real meeting, your employees will learn how to save time by holding only necessary meetings, by starting and ending meetings at agreed-upon times and by asking participants to come prepared. The video will help employees communicate better and use company resources (such as time!) as efficiently and effectively as possible.

Video length: 19 Minutes

How to use the Support Materials in this Training Course: This program can be used in a facilitator-Led training session or as a self-study course.

The Facilitator-Led training session is designed for a two or four hour focused training agenda. The Training Leader’s Guide offers step-by-step assistance with sample agendas for conducting the course, a self-assessment survey, and exercises for improving listening skills in a meeting environment and recognizing the obstacles that prevent meetings from being successful.

The Self-Study Program allows employees to take responsibility for their own learning. Employees should view the video and then complete the exercises, action plans, and post-training assessments provided in the Self-Study Workbooks. Self-Study Workbooks are available in packages of 10.

Facilitator package includes: Video, Training Leaders Guide

Pricing Information:
5-Day Rental: $295
Purchase: $845

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