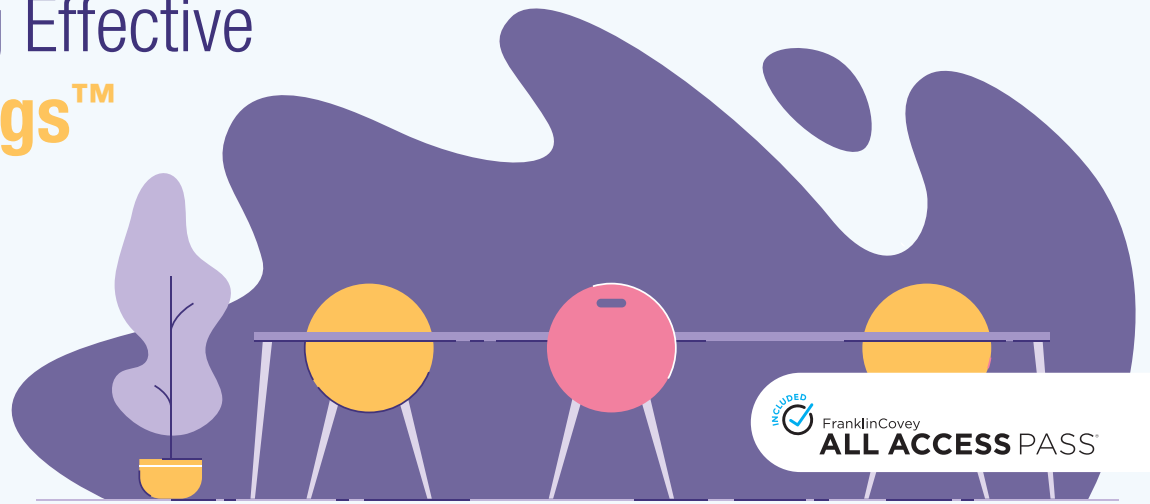
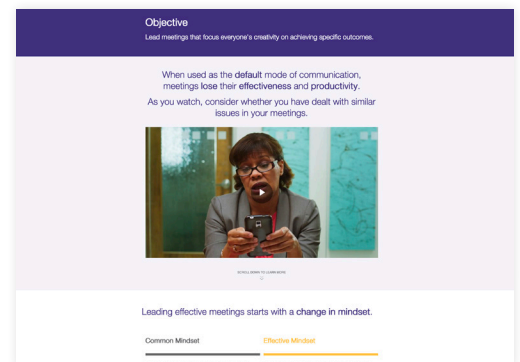


Leading Effective Meetings™



Getting Work Done Through Meetings

Do meetings you attend ever feel like a waste of time? What about the meetings you run? Whether you are a leader or an individual contributor, you can make the meetings you lead or attend drive a specific, targeted outcome. *Leading Effective Meetings* focuses on foundational practices that will improve every one of your meetings, and possibly even eliminate unnecessary meetings. Whether it is informative or creative, live in-person or virtual, every meeting can benefit from thoughtful frontloading, focus, and follow-up.



How to Lead Meetings Effectively

Lead meetings that focus attendees' creativity on achieving specific outcomes by:

- Effectively preparing for meetings using frontloading.
- Focusing participants' attention to achieve the stated targeted outcomes.
- Following up on assignments or actions to ensure your meetings' targeted outcomes are actually achieved.

CHALLENGE

- Some new workers and even established employees lack skills to effectively run any meeting.
- There is less time than ever to devote to training, and attention spans are shorter than ever.
- Many individuals look for solutions to their challenges at the time of need.

SOLUTION

- This course teaches a few clear fundamentals that bring focus and purpose to every meeting.
- Learners can easily fit a 20-minute online module into any day and even come back to it as a refresher.
- Simple takeaway downloads highlight key principles to consider when preparing for any meeting.

Suggested Uses

- Group this solution with *Business Fundamentals™*, *Writing for Results™*, and *The 6 Critical Practices for Leading a Team™* as an emerging-manager training solution.
- Include this solution at the start of any new project as a reminder of how to use meetings.

Support Other FranklinCovey Programs

- *Presentation Advantage®*: Couple this with *Writing for Results™* and *Presentation Advantage®* for a communications suite.
- *Helping Clients Succeed®*: Improve salespeople's communication skills by helping them run more effective client meetings.
- *Project Management Essentials®*: Every project can be aided or hindered by its meetings.
- *The 6 Critical Practices for Leading a Team™*: Emerging leaders will be responsible for calling and running meetings.
- *The 4 Essential Roles of Leadership™*: Leaders run and attend many types of meetings and need to ensure those meetings drive productivity.



The FranklinCovey All Access Pass® allows you to expand your reach, achieve your business objectives, and sustainably impact performance. It provides access to a vast library of FranklinCovey content, including assessments, training courses, tools, and resources available live, live-online, and On Demand. For more information, contact your FranklinCovey client partner or call 888-868-1776.