

MEETINGS!



We spend a lot of time in meetings but most of them fail because they are too long and unstructured. If we can use meeting time more effectively, we can move on to other important tasks. In this course, we will look at ways we can reduce meeting time and accomplish more.

FORMAT:

This course is designed as a half-day workshop for up to 18 people. It includes many opportunities for participants to share thoughts and experiences, engage in exercises and activities, and apply best practices to job-relevant scenarios. For geographically dispersed audiences, the course can be delivered online.

COURSE OBJECTIVE:

This course offers best practices, tools, exercises, and activities that will help you add value to your organization by planning, leading, and contributing to meetings in your organization.

AGENDA:

This course is organized into three sections:

- Planning
- Leading
- Capturing

Two pioneering women with IBM Selectrics founded Adcom Designs back in 1980. We've helped professionals save time and improve results ever since.

By focusing on communication skills, our clients build better relationships at all levels — between coworkers, clients, and customers. We analyze, assess, and evaluate communication patterns and behavior; engage stakeholders; and implement solutions. We partner with our clients and maintain a laser focus on their business outcomes, brand, and culture.

Through the Write It Well brand we lead workshops, webinars, coaching engagements, train-the-trainer, and blended programs and we publish The Write It Well Series on Business Communication, a series of seven books available on Amazon that showcase our time-tested, proprietary methodologies. Our consulting arm, Adcom Designs, Inc. delivers best-in-class writing and editing services

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