

Managing Focused Meetings

...meeting leadership skills for improving meeting productivity and effectiveness

Workshop Overview:

Managing Focused Meetings (MFM) is a highly interactive one or two-day workshop that provides the essential meeting leadership tools that are required for leading and guiding a wide variety of meetings to successful conclusions. **MFM** provides a logical, practical approach to meetings that can be customized to the unique needs of the specific meeting situation. Using **MMI's** five-phase approach to meeting effectiveness, our consultants design the most appropriate learning experience.

Workshop Objectives:

This workshop will help meeting leaders to...

- lead meetings using a systematic five-phase process
- assist their meeting participants in objectively diagnosing situations, choosing the most critical issue(s) to focus on, and in identifying solutions
- develop the essential meeting tools for getting the meeting off to sound opening and sustaining the momentum to achieve a "crisp" close
- understand the dynamics of productive meetings and be able to assist meeting members in resolving the barriers to their own meeting's effectiveness

Workshop Process:

This workshop uses highly interactive and experiential learning methods. Participants will be actively involved in leading and facilitating all types of meetings right from the start. They will build skills in the following five meeting phases:

- preparing for the meeting.
- opening the meeting
- working through the meeting agenda
- closing the meeting
- following-up on post-meeting actions

Who Should Attend:

MFM is designed for project managers, managers, team leaders or anyone who is responsible for leading/facilitating meetings. This workshop also adds value for those who have previously attended the **Focused Problem Solving Skills** workshop.