



# Clear Intentions

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## CI Course Topic Area: Executive Leadership, Management

### Title: Leading Effective Meetings

Often the single biggest complaint in a large organization is that there are “too many meetings.” Does this make sense, given the need for clear and constant communication? Perhaps the problem isn’t the quantity of meetings, but the quality. Clear Intentions’ *Leading Effective Meetings* workshop is customize to your organization to ensure your associates get the most out of meetings, without wasting people’s time. The promise of this course is that managers will lead more effective meetings, and all participating associates will transform their relationship to meetings.

Our cutting-edge methodology includes first conducting an online anonymous survey to discover what is and isn’t working with respect to meetings. This enables us to better customize each workshop to the respective audience. Also optional, and recommended, is an online survey four weeks after the workshop has been conducted, to reinforce learnings as well as identify what has changed, and what still needs to be addressed.

Our approach focuses on three essential elements:

- Proper preparation to ensure that the purpose and intended results are clear and appropriate, and that success is planned from the beginning.
- Strong facilitation appropriate to the goals of the meeting to ensure associates are empowered and that objectives are met
- Clear resulting action items and structures of accountability

Customized workshops can encompass any of the following:

- What’s working and not working in how meetings are currently conducted
- When to have/not have a meeting; inviting the right people
- Essential meeting logistics: agendas, purpose, intended results, timing, do’s and don’ts
- Personally preparing yourself and others for a meeting
- Wrap up/close of meetings
- Videoconference and Teleconference etiquette
- Creating effective agendas
- Communicating effectively and authentically and gaining buy in
- Leading different types of meetings
- Becoming skillful at effectively acknowledging and championing
- Successfully evaluating meetings to continually improve
- Distinguishing “wicked problems” – addressing issues for which there is no simple solution
- Scheduling conferences across national and intercontinental time zones