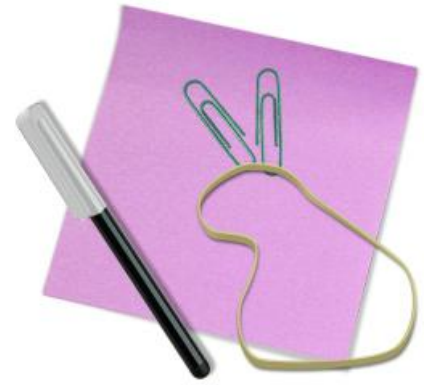


Hello and welcome to

Making Meetings Magic

The key to running effective meetings



Length/Format

3 hour workshop

Overview

Think of how many hours we all spend in meetings. Then think how magnificent it would be if every single one was powerful, purposeful and helped you make decisions which worked for you and for the common good. Yes, every meeting is a priceless opportunity to surprise ourselves with just how much we can achieve together. This session gives you an opportunity to think about what makes effective and productive meetings, and gives you the tools to help you make every meeting magic.

What you'll learn

- How a chair can be good facilitator
- Learn how to be a better participant in meetings – even when someone else is chairing them badly!
- Discover the power of the 40-20-40 principle
- Learn how seating arrangements and visual aids can transform your meetings
- Learn tips and tools to make participants feel valued, and so that they leave with a sense of purpose and momentum, with clear follow-up actions

If you would like more information or would like to book a session now, please contact us via:
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