



Coaching Unity

RUNNING EFFECTIVE MEETINGS



Meetings are of critical importance to every business, but they require skill and structure to truly be effective.

When meetings are effective and efficient they can strengthen relationships, align goals and increase productivity. Ineffective meetings on the other hand can waste a lot of time, cut into productivity and ultimately cost organisations a lot of money.

When meetings are poorly run or unnecessary it also reflects badly on the leaders running it and leaves employees feeling frustrated. The pandemic has forced organisations to challenge and optimise the way they hold both online and in-person meetings.

It's more important than ever before for managers and leaders to master the art.

SENIOR LEADERS

INFLUENTIAL LEADERS

TEAM LEADERS

THE NOT SO HIDDEN COSTS: A RECENT CASE STUDY

We recently calculated the average cost of a large financial organisation's bi-weekly meeting using a conservative hourly rate for the 20 leaders in attendance. It added up to R48 000 per meeting and therefore R96 000 per month.

Through training and structuring, we increased the productivity of the meeting, while reducing the duration to under 2 hours. The cost-saving for this single standard meeting on the meeting calendar amounted to about R30 000 per month or R360 000 per year.

THE EIGHT MOST COMMON MEETING PROBLEMS REPORTED

1. We are always in meetings which cut into our time to do the work required.
2. Being in so many meetings leave little time to be innovative and strategic.
3. I struggle to say 'no' to meetings even when I believe I don't need to be there.
4. Virtual meetings are exhausting, and I struggle to stay focused.
5. People turn off their cameras during online meetings. Should I ask them to turn it on?
6. People are on their laptops and cellphones during meetings.
7. Our meetings seem to reduce the quality of decision-making.
8. I can't stomach so many lengthy and overly detailed PowerPoint presentations.

When done right, meetings can help people and teams feel connected, motivated, and organised. However, bad meetings can cost your organisation thousands of rands every month.

WHO WILL BENEFIT

Leaders with the seniority and/or ability to influence the meeting culture of their teams and/or the wider organisation.

Maximum ten delegates per workshop to ensure personal attention and practical implementation.

COST

R 40 000 excl VAT, per (one day) workshop (maximum 10 delegates)

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In this training we show you how to:

- Determine whether you even need a meeting (and find an appropriate and more effective alternative if necessary).
- Relationally decline a meeting you don't believe is necessary for you to attend.
- Craft a successful meeting invitation explaining clearly why invitees should attend and what they should prepare.
- Set your meeting up for success by starting it right.
- Skilfully manage the agenda, style, and tone of the meeting. (Based on new research).
- Stay on track by effectively dealing with distractions and derailers, whether they are people or technology derailleurs (aka what to do about cellphones and tablets).
- Positively influence a meeting even when it's not yours.

Approach:

The training combines tried-and-tested techniques with new research-based insights and practical application. Delegates apply the learnt theory to a series of real-life situations and receive immediate feedback from the facilitators and their classmates to reflect on their meeting performance and take action to improve it.

