

Leading Effective Meetings

GoSkills online course syllabus

Skill level

Beginner

Lessons

22

Accredited by

CPD

Pre-requisites

No prior experience needed

Video duration

1h 12m

Estimated study time

3h

Instructor

TJ Walker

Planning To Lead Effective Meetings

- 1 Lead by Example with a Clear Purpose**
Show self-awareness and recognize why meetings fail at your company, and start by identifying a clear purpose for your own meetings.
- 2 Determine If You Should Have a Meeting - and Where**
Before you reserve time on the calendar, could this meeting be an email? A virtual call? Figure it out before you waste everyone's time.
- 3 Set An Agenda That Leads to Success**
Prepare your agenda, materials, and send it out before the meeting to get them ready.
- 4 Create the Perfect Guest List**
Who needs to be in this meeting? Ensure whoever is invited has a reason to be there.
- 5 Book the Room and Finalize Your Plan**
Part of the planning includes booking your location. What else is on your prep list?

You Are Now Ready for Prime Time

- 6 Own Your Meeting and Start On Time**
Someone needs to be in charge, so begin your meeting on time to set the right tone for everyone.
- 7 Make It Easy To Focus Everyone's Attention**
Increase the odds that people are focusing on your discussion.

- 8** **The Pros and Cons of Handouts**
Handouts can inform but also distract - keep the attention on you.
- 9** **Summarize Your Purpose and Use a Gentle Approach**
Share a clear summary of why everyone is in the meeting, and then create an environment where people feel comfortable sharing their ideas.
- 10** **Use Questions to Engage and Solve the Tough Problems**
Ask thoughtful questions and give people the opportunity to share. This includes the tough subjects when you need to solve a problem.
- 11** **Unlock the Full Power of the Minds in the Room**
Be sure to get everyone involved, but don't allow anyone to dominate the time.
- 12** **Time Management and Taking Breaks**
Budget your time wisely, but remember to monitor the needs of your audience, especially with long meetings.
- 13** **Finish Strong with Clear Notes and Action Items**
Synthesize your meeting with notes, action items, and complete the positive experience for your attendees.

Presentation Best Practices for Effective Meetings

- 14** **Prep Your Speakers for Success**
This technique will test your speakers, but can lead to a more focused and effective meeting.
- 15** **Rethink Your Slides and Handouts**
Reading off slides and passing out large handouts should be avoided at all costs.
- 16** **Your Presenters Can Be Like TED If You Nudge Them**
TED Talks have certain requirements - perhaps your speakers should consider adopting them.
- 17** **The Most Important Meetings Require the Most Attention**
Don't leave anything to chance when valued clients or deals are on the line.

Rethinking Everything You Think You Know

18 **Let's Try Something Completely Different**
Consider these techniques if you want to shake things up and get people to focus.

19 **The Amazon Meeting Method**
This method of running meetings at Amazon could be a model for you.

20 **Consider a Ban on PowerPoint**
If you want to make your meetings more interesting, banning slides is an experiment worth considering.

Implementing the Results of the Meeting

21 **Follow Up, Get Feedback, and Make Changes**
Ensure everyone's time and effort for the meeting was worth it. This includes reviewing action item results and meeting attendee feedback.

22 **Leading Effective Meetings for the Rest of Your Career**
It's up to you now! Consider what you've learned - even implementing one idea can make a significant change in your meetings.

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