

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.

[Go to GoSkills.com](https://www.goskills.com)