

## How to Run Productive Meetings

In the hybrid working world, the opportunity to meet and collaborate is very valuable. People spend a lot of time in meetings online and in person each day. But many meetings are unproductive and it can be hard to get people to engage.

In this session we present ways to plan productive meetings with a clear objective, key outcomes and engagement from all attendees.

### Topics

The following topics are covered:

1. Why people do not engage in meetings
2. The importance of a clear objective and outcome
3. How to create a productive meeting agenda

### Duration and Format

This talk can be delivered in-person or remotely using your preferred collaboration tool. The session generally lasts 60 minutes.

The interactive format includes:

- Introductions and requirements
- Presentation of Productive Meetings tips via SlideShare
- Q and A at the end to answer specific questions

Participants will receive access to the Productive Meetings template demonstrated during the session.

### Presenter

This talk will be delivered by Productivity Consultant Moira Dunne.



### Fee

- Online delivery - €300
- In-person delivery - €350

Any repeat booking by a client will be subject to a 10% fee discount.

