

Protect Time with Productive Meetings

Workshop

Employees spend a lot of time in meetings, whether online or in-person. While meetings are an essential way to get work done, they can use up a lot of time each week. And if the meeting is not productive, this can lead to frustration for the participants.

At beproductive.ie our mission is to help people work smart so they can get the important things done with less stress and more balance. This means reducing any time spent on activities that don't add value.

This workshop is designed to help people develop and implement a productive meetings process. We present Tips and Strategies for productive meetings so that each session has a clear objective, key outcomes and engagement from all attendees.

Topics

Here is a list of standard topics covered on the course. If required, this content can be customised to ensure that the training fits your team culture and values.

1. How to take control of Meetings
2. The importance of a clear objective, an agenda and target outcomes
3. How to engage people in meetings
4. How to spend less time in meetings while still getting the work done
5. Developing a communications charter to optimise team interaction

Format & Duration

This is a 0.5-day workshop that can be delivered online or in-house.

The interactive format includes:

- Introductions and requirements
- Presentation of Productive Meeting Tips and Strategies
- Group exercises, discussions and questions
- Individual and Team exercise to capture key takeaways and set actions

To optimise the workshop, participants are invited to complete a short form in advance to start thinking about the current meetings format and their requirements for improvement.

Following the course, participants can send any outstanding questions to Moira by email for 30 days.

Presenter

This course is delivered by Productivity & Wellbeing Consultant Moira Dunne, the co-founder of beproductive.ie

You can read about Moira's 30-year corporate career here. Here is a link to her bio: <https://beproductive.ie/about/>



Productivity Resources

We provide a range of Productivity resources to help people take control of their meetings and optimise communications. Here are some sample templates:

Hybrid Working - Communications Charter

A sample charter to help teams agree how they can work together to optimise their interactions and communication. Modify to suit your team requirements and ways of working. Engage your team for their ideas.

Our Comms Methods	Used for	Response Time
Email		
What's App		
Teams Messenger		
Notice Board		
Shared		
Work Plan		
Rota		

Meeting Plan Meeting Name/Date

Meeting Purpose
• Decisions • Planning • Work Updates • Innovation • Other _____

Agenda Items & Time for Each

Opening question to involve each attendee

Actions Agreed **Decisions**

Ideas to improve our meetings

beproductive.ie

Training Fee

The fee for a 0.5-Day Workshop is:

- €750 in-person
- €650 online
- Option to record the online session = €75

- ❖ *All training includes Reference Guide, Productivity Resources & access to Moira Dunne post training.*
- ❖ *No VAT applicable*
- ❖ *Repeat bookings receive a 10% discount*
- ❖ *Training delivered outside Dublin will incur travelling expenses*