

Protect Time with Productive Meetings

Most people spend a lot of time in meetings each day. While meetings are an essential part of many roles, but when they are unproductive value time gets wasted and people get frustrated.

In this session we present tips on how to run 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 outcomes
3. How to keep control of the meetings you run
4. How to get the most out of the meetings you attend

Duration and Format

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

The image shows a 'Meeting Plan' template with the following sections:

- Meeting Plan** (Header)
- Meeting Name/Date** (Form field)
- Meeting Purpose** (Form field with options: • Decisions • Planning • Work Updates • Innovation • Other _____)
- Agenda Items & Time for Each** (Form field)
- Opening question to involve each attendee** (Form field)
- Actions Agreed** (Form field)
- Decisions** (Form field)
- Ideas to improve our meetings** (Form field)
- beproductive.ie** (Footer)

Presenter



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

You can read about her 30-year corporate career here: <https://beproductive.ie/about/>

Fee

Online delivery - €400, option to record = €50

In-person delivery = €450

No VAT applicable