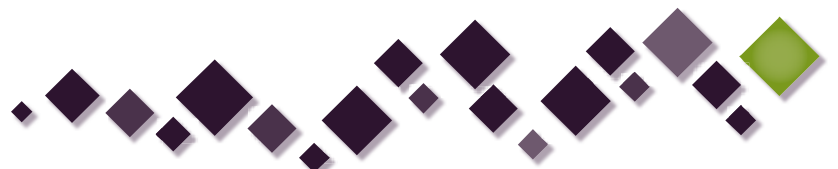


# Leading Productive Meetings

for

7th July 2011

- ◆ presentation skills and coaching
- ◆ executive coaching and mentoring
- ◆ business development
- ◆ meeting facilitation





## Leading Productive Meetings

The effectiveness of workplace conversations - from staff meetings to business planning workshops – has a large impact on a company's success.

**Positive Persuasion's** '*Leading Productive Meetings*' workshop enables managers and team leaders to structure and manage meeting conversations to achieve positive outcomes that enhance business performance.

This 3.5-hour workshop gives participants the key skills and step-by-step process to: plan and lead meetings to achieve key objectives; build shared commitment; and plan and effectively manage agreed action items.

A key difference you will gain from this program is the ability to quickly identify the four distinct communications styles people use in their interactions with others. This skill will significantly enhance the level of engagement with individuals and is highly effective in reducing conflict, resourcefully solving problems and keeping the meeting process on track.

This program is **ideal for Managers, Team Leaders and Project Leaders.**

### Topics covered include:

- ◆ **Understanding** communication styles
- ◆ **Defining** outcomes over objectives
- ◆ **Maintaining** focus on 'purpose' (why & what) over 'process' (how)
- ◆ **Managing** interactions – rapport, listening, feedback and directives
- ◆ **Clarifying** roles and responsibilities
- ◆ **Gaining** agreement on action items





## Outcomes:

Participants will gain:

- ◆ Understanding of the four communication styles to effectively engage people
- ◆ Insight into the key defensive habits that lead to unproductive interactions
- ◆ Maintaining meeting focus
- ◆ Skills to manage behaviours that take meetings 'off track'
- ◆ Maintaining rapport during a meeting – including the art of listening and structuring conversations for effective engagement
- ◆ Securing agreement on action items and delivery timetable

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<b>Date/Time:</b>	7th July 2011	1.00pm to 4.30pm
<b>Venue:</b>	9th Floor, 40 St George's Terrace, Perth	
<b>Group Size:</b>	12	
<b>Investment:</b>	\$350	

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## We guarantee your satisfaction!

If you are not totally satisfied with our services, you will receive 100% money back guarantee.

For further information about this service please contact Fiona by phone on 0438 240 668 or email [fiona@positivepersuasion.com.au](mailto:fiona@positivepersuasion.com.au)

