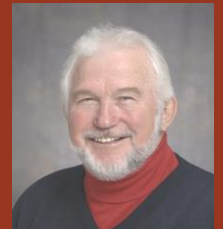


More Effective Online Meetings



Fundamentals of Running Effective and Productive Meetings

Online communication has become an essential ingredient for the success of any organization. In today's work environment, we must meet regularly to remain focused and yet busy people cannot afford to waste time at meetings. This session will help you to create and facilitate better online and in-person meetings.

What you will learn

1. Personal behavioural insights – How you communicate
2. How to adapt to different communication styles
3. Fundamentals of Facilitation
4. Ten Rules for Effective Meetings
5. Improving Meeting Engagement
6. Ground Rules for Online Meetings
7. And much more

Participant Comments from Previous Sessions

"I will go into meetings with a greater appreciation of the way different personalities interact"

"Our management meetings are more productive and are taking half the time since the workshop"

"I am going to recommend this to the whole department"

Who should attend this 1-day workshop?

- . Project Leaders/Supervisors
- . Managers, Leaders
- . Teams who meet regularly
- . Anyone who runs meetings

Assessment Samples

Includes two Personal Assessments

<https://neely-training.com/wp-content/uploads/2023/12/Behaviours.pdf>

<https://neely-training.com/wp-content/uploads/2024/04/Neely Dave wfh 42750510usCOLE-847.pdf>

About The Speaker

Dave Neely is a former trainer with IBM and a Kingston-based training consultant. Since 1988, he has delivered customized leadership and team training processes. He will share what he has learned about how to facilitate effective meetings.

Online Versions and Customized in-house sessions available

For More Information:

Dave Neely

D.K. Neely & Associates

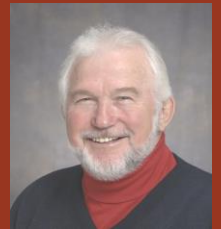
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Details: see Page 2 >

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Workshop Content – One Day Version

1. Introduction

- Purpose and Expectations
- Why are our meetings ineffective?
- Video: Meetings Bloody Meetings
- 5 Steps to improve meetings

2. Communication Fundamentals

- Mehrabian Model and Emotional Mirroring
- DISC Behavioral Styles > Individual Assessments
- Tendencies in Meetings > Adapting to others
- Working From Home online communication tips

3. Fundamentals of Facilitation

- Two Concerns > Ten Elements of Facilitation

4. Facilitating Online Meetings

- Meeting Engagement Model

5. Managing Expectations of Participants

- Ground Rules
- Clear Roles for Participants & Facilitators

6. Summary and Action Plan

Note: 2-day version is also available, includes:

> **Driving Forces Assessment > Sample** <http://neely-training.com/wp-content/uploads/2018/05/Talent-Insights-Driving-Forces-Sample.pdf>

> **Assertiveness and Dealing with Conflict.**