



CHAIRING PRODUCTIVE MEETINGS

Plan, conduct, and follow up for success

There is no doubt that meetings play a pivotal role in the successful management of an organisation. But are your meetings as productive as they could be? Ineffective meetings can be a hidden expense and a source of frustration, whilst well-run meetings drive collaboration and productivity.

This engaging session, led by award-winning facilitator Martin Probst, will provide insights into transforming unproductive meetings into efficient, creative sessions. It will assist you in establishing yourself as an expert in conducting meetings that are enjoyable, effective, and collaborative, delivering real outcomes.

Equip your people with the skills to transform meetings from time-wasters into action-drivers.



KEY OUTCOMES

- Plan meetings with clarity, intention, and defined outcomes
- Use facilitation techniques to manage time, input, and decision-making
- Engage participants & keep discussions focused
- Assign actions and follow through with accountability
- Boost productivity, communication, and collaboration across teams



IDEAL FOR

- People required to strengthen team decision-making and follow-through
- Individuals wanting to lead meetings that are focused, inclusive, and action-oriented
- Team members seeking to reduce wasted time and frustration caused by unclear agendas
- People wanting to improve facilitation confidence and group engagement



WHAT YOU GET

- Engaging, interactive and thought-provoking training session with real-time insights and activities
- Option to tailor this session to a length other than half-day
- Carbon-neutral training

Ready

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