

# Lead Meetings That Work

## Course Overview

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**A 5-WEEK PROGRAM THAT HELPS YOU SAVE TIME, BOOST PRODUCTIVITY, AND MAKE WORK EASY BY TRANSFORMING YOUR MEETINGS**

### WHAT YOU WILL LEARN 02



**By the end of this course, you will be leading meetings that save time, boost productivity and make work easy.**

1. How to prepare and hold meetings that leave people feeling clear, productive and energized even if they are suffering from meeting frustrations, interruptions and burnout
2. Proven techniques to improve collaboration, involvement and productivity in meetings without hours of theory, and research
3. Best practice tools and methods to run functional and effective meetings
4. Tips, tools and practices to lead highly effective meetings
5. **Templates, tools, worksheets and checklists** to save time and make it all easy!

### WHAT YOU NEED TO GET STARTED 04



**A meeting you would like to improve!**



### 01 WHO IS THIS FOR?



**Meeting participants** who have recently become **meeting leaders** and are looking to boost meeting leadership skills.



**Existing meeting leaders** who know their meetings are not as good as they could be and who want increase participation, make better decisions and inspire action in their meetings.

### 03 WHAT THE PROGRAM CONTAINS

Live instructor and community support

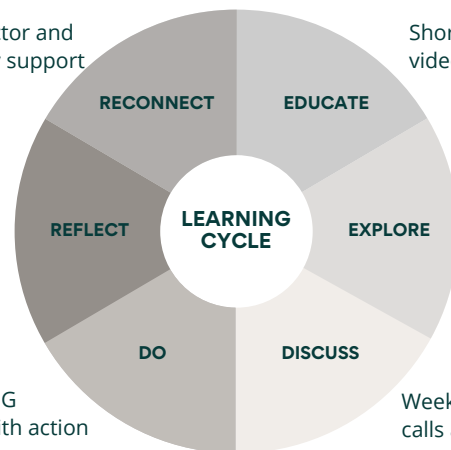
Short content videos

Quizzes and reflection questions

Support links to explore

IN-MEETING practice with action challenges

Weekly coaching calls and peer group discussions



### 05 LOGISTICS



#### Format:

- Weekly Videos
- 1 live call per week

**Length:** 4 weeks

**Standard Price:** \$497 USD

# Meetings That Work

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## EVERYTHING YOU NEED TO GET STARTED

Learn what it takes to Make Meetings Work and how to get started transforming your meetings

IN ACTION  
CHALLENGE

Score How Well Your Meetings Work

1

## WHAT TO DO BEFORE YOUR MEETING

Learn how to create clarity in your preparations and how to excite attendees before your meeting

IN ACTION  
CHALLENGE

Genres, Purpose Statements, Invitations and Agenda Templates

2

## THE FIRST MINUTES

Learn what to do in the first minutes of your meeting to set expectations and engage your participants

IN ACTION  
CHALLENGE

Setting Context, Hosting Check-Ins, Meeting Boundaries, and Kicking off Engagement

3

## IN THE THICK OF IT

Learn how to lead through the messy middle with confidence and ease, bringing the team to alignment and action

IN ACTION  
CHALLENGE

Visible tools, Managing Decisions, Managing Behaviors, and Timing Tips

4

## ENDING WITH IMPACT

Learn how to end your meetings with insights, action and energy

IN ACTION  
CHALLENGE

Rating Meetings, Hosting Check Outs, Continuous Improvement

5

## SUSTAINING MOMENTUM & TRACKING CHANGES

Learn the power of follow up to extend your meeting momentum

IN ACTION  
CHALLENGE

5 ways to Follow up, Extending Meeting Impact, Measuring Improvements



**+ SPECIAL BONUSES**