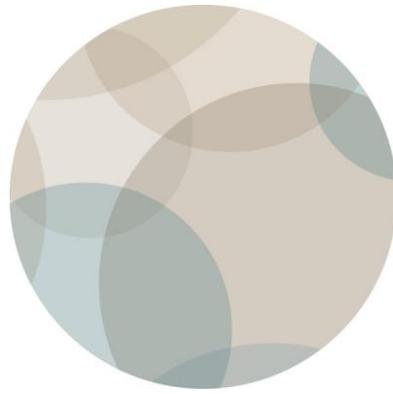


“If you want something new, you have to stop doing something old.”

Peter Drucker



## Leading Great Meetings Workshop

### ABOUT THE COURSE

Most meetings are designed around convention and habit, rather than what works. With a few simple changes you'll be able to:

- Significantly improve the outcomes of your meetings
- Gauge the “group maturity” of each meeting and adapt your processes to suit
- Use some well tested processes to manage complex discussions
- Spot symptoms of meeting failure and get things back on track
- Successfully manage challenging meeting participants

### INVESTMENT

\$450 (excl GST) for a half-day (4-hour) course.

### WORKSHOP DETAILS

TIME: 9.00am to 1.00pm.

VENUE: Fusion, Level 4, 85 The Terrace, Wellington

DATES: For current dates see the website or get in touch.

### FOR BOOKINGS

EMAIL: [info@tregaskisbrown.co.nz](mailto:info@tregaskisbrown.co.nz)

PHONE: Call us on 04 499 9363

VISIT: [www.tregaskisbrown.co.nz](http://www.tregaskisbrown.co.nz)

Leading Great Meetings will give you the skills to set up and run genuinely productive meetings.

Had enough of meetings that take ages to get anywhere? Meetings that cost you and your organisation time, energy and lost productivity? Here's your opportunity to do something about it!

Our half-day intensive training programme will provide you with the skills to manage meetings more effectively than ever. If every meeting minute is spent wisely, problems will be solved and sound decisions made more efficiently.

### TOPICS

Leading Great Meetings combines our in-house expertise and IP with highly skilled and experienced facilitation.

The workshop incorporates a range of models and techniques including:

- The four phases of successful meetings
- From chairing to facilitating – choosing the right mode
- Adapting the meeting process to suit the group
- Essential interpersonal skills for meetings
- Techniques for managing challenging participants

### VALUE FOR MONEY

Leading Great Meetings is designed to significantly increase meeting productivity and reduce lost time. When you put what you learn on the workshop into practice, we're confident everyone involved in the meeting will appreciate the benefits achieved.

### CANCELLATION POLICY

If you can't attend, you may send a substitute attendee. Please advise us of the attendee's name as soon as possible. If you cancel between 10 and 6 days before the course start date, 50% of the fee will be refunded. If you cancel with less than 5 days' notice there will be no refund.