

Achieving Meeting Excellence

Preparation | Facilitation | Collaboration

Achieving Meeting Excellence helps people run efficient, productive meetings that...

- Meet project goals more quickly and effectively
- Save the company money in productivity
- Build stronger working relationships

Participants Learn How To...

- Determine when a meeting is the best option to achieve a goal
- Determine who really needs to attend and what role they will play
- Prepare an agenda that will accomplish the meeting goal
- Achieve the highest level of participant interaction and collaboration
- Deal with the most common personality challenges
- Develop a reputation for highly effective meetings
- Employ all these techniques and strategies in meetings

The Workshop Includes...

- Intensive, interactive practice sessions
- 1:1 coaching sessions using practice videos
- Supportive templates, handouts, and reference material

Why Partner With PowerSpeaking, Inc.?

We've helped to transform the communication skills and business impact of more than 1,000,000 people globally in the last 30+ years, at companies like Genentech, Roche, Cisco, Salesforce, Oracle, NetApp, and Maddox Events Limited.

Our proven methodology is grounded in academic research as well as practical industry experience. Add to that our passion for what we do, and our expertise in customizing courses to match our clients' needs, and you have a partner that delivers maximum value.

Contact Us to Register or Get More Information:

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