

# EFFECTIVE MEETING MANAGEMENT & FACILITATION

align  profit

## Workshop Summary

Meetings are the biggest controllable cost in any organization. This workshop will provide your leaders with a simple and easy-to-follow process for improving the efficiency of meetings—tactical and strategic, in-person and virtual.



### PRE-WORK

1. Read an article
2. Identify a regular meeting that could be more effective
3. Complete a Virtual Meetings Survey



### HALF-DAY WORKSHOP & PARTICIPANT WORKBOOK

A step-by-step guide, packed with tools, to help participants get the most out of training.



### TOOLS & TEMPLATES

Customizable worksheets, checklists, sample scripts, and templates your managers can start using immediately, post training: A sample of the resources are indicated, below:

1. Agile Tips Handbook, 2. Agenda Template, 3. Logistics Checklist, 4. Evaluation Form, 5. Action Tracker.



### POST-WORK

- Use the Learning Tool provided to debrief with their manager and team
- Commitment Challenge Template
- Further reading



### OPTIONAL DELIVERY

- Half-or-Full Day Instructor Lead Training
- Face-to-face or Virtual Delivery (Network of 20+ Trainers Globally)
- Highly Customized or Off-the-shelf
- Train-the-Trainer Process Available

Let's talk about how our Effective Meeting Management & Facilitation Workshop will help your leaders grow. 972-608-0400 [helanie@align4profit.com](mailto:helanie@align4profit.com)

