



## Conducting Effective Meetings

### Workshop Description:

Do you spend a lot of time in meetings? Whether you're a member of a work team, a project team or a committee, it takes focused effort to function effectively and efficiently. Join us for this half-day workshop where you will be equipped with tools and tips to support effective team work and meeting management.

We'll discuss the importance of meeting guidelines and describe how to develop them, and we'll explore strategies to address common meeting challenges. You'll also complete a questionnaire to evaluate the effectiveness of your meetings!

Upon completion of this workshop, you will:

1. Identify the key processes that support effective team work.
2. Describe the tools and processes required to ensure effective team meetings.
3. Identify the importance of meeting guidelines and describe how to develop them.
4. Discuss strategies for addressing common meeting challenges.
5. Use a questionnaire to evaluate the effectiveness of meetings.

**Timeframe:** Half-Day

Contact [info@trybarefoot.com](mailto:info@trybarefoot.com) to bring Barefoot to your workplace