

Effective Meetings

Duration

1/2 day

Instructor

Stacey Dickinson

Class Limit

20 students

Prerequisite

None

Price

On-site:

Please contact SPC
for pricing (contact
information on page 2)

Public Training:

\$250 (1/2 day)

*Discount available for
early registration

Materials Provided

- Student manual containing the course slides
- Student handouts with class exercises and class studies

For too many people, the words “effective meeting” make as much sense as “jumbo shrimp” or “freezer burn”. However, by equipping yourself with the right tools, you will acquire the power to keep meetings on track for impressive, productive results—even if you’re just attending and not regularly leading meetings.

Effective Meetings makes use of this little known fact: you don’t have to run the meeting to make a difference in its outcome. Regular meeting participants, for instance, can increase their control by learning when and how to decline or accept a meeting invitation, and what questions to ask during the meeting to ensure decisions are made and recorded.

Effective Meetings is a fast paced, ½-day program that uses plain language and practical tools to maximize the productivity and good use of the time you spend in meetings. Specifically, you will be introduced to a set of 6 standards for well run meetings and learn how to implement them in any organization and for meetings of all sizes.

Instructor

Stacey Dickinson has been in the technology industry for over 20 years specializing in relational databases and training. She began teaching customers to administer and design databases on Microsoft SQL Server version 1.0 in 1989 and continued working on the product in both training and courseware development through version 7.0. As a training manager at Microsoft, Stacey owned all of training for Program Managers and Marketers in the Product Groups. In recent years, she has taught the Peer Mentoring workshop to more than 3000 developers, testers, program managers and others and the Cross Group Collaboration workshop to more than 500 participants.



TRAINING

Effective Meetings

Intended Audience

Anyone at any level of the organization who frequently leads or attends meetings and seeks to make effective, productive use of their time, will benefit from Effective Meetings.

Outline

- Acquire helpful language and develop standards to ensure well run meetings in their organizations
- Develop memorable role definitions for the meeting leaders and participants so that expectations are clear, and, thus are met
- Improve the quality of their meetings, even when they're not in charge (Never again be a "victim" of a poorly run meeting.)
- Acquire a valuable tool to help clarify the purpose of and agenda for the meeting before sending invitations
- Discuss the costs, ROI, and risks of failure for meetings — before they fail
- Learn facilitation strategies to keep meetings tight
- Improve support to call-in participants so they can add the most value
- See how to document a meeting's key decisions and action items instead of losing them

For more information on this or other SPC Springboard courses, please visit www.spcspringboard.com or e-mail SPC at info@spc.ca

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