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The Company

The Global Teamworking Company specialises in providing support for managers who lead and manage resources in multiple locations and whose teams operate with limited face to face contact.

We expedite the development of high performance teams and provide professional support in planning, managing and delivering projects.

Our consultants also have a proven track record of assisting client organisations in achieving substantial business improvements and cost reductions through initiatives such as our Value Management program.

The Global Teamworking Company is based in Europe and North America and serves clients worldwide from these locations.

Services

- Business Consultancy
- Development of High Performance Teams
- Virtual Collaboration Support
- Facilitation Support
- Training & Development
- Value Management Programs

Training Events

Virtual Meetings

- *Effective Virtual Meetings*

Virtual Teamworking

- *Virtual Teamworking for Business Leaders*
- *Virtual Teamworking for Team Leaders, Managers & Facilitators*
- *Virtual Teamworking for Team Members*

Essential Skills Series

- *Essential Skills for Six Sigma Black Belts*
- *Essential Consulting*
- *Essential Facilitation*
- *Essential Leadership*

High Performance Team Series

- *Essential Creativity*
- *Essential Meetings*
- *Essential Problem Solving*
- *Essential Process Improvement*
- *Essential Project Management*
- *Essential Virtual Teaming*

Essential Meetings

for High Performance Teams

Workshop outline

Meetings are an essential part of business life and can account for up to 40% of people's time. By developing appropriate skills and following a few simple guidelines it is possible to have meetings that achieve results and foster good business relationships. Using a common methodology also means that individuals from any part of the business can work together effectively as a group. The workshop is highly practical and participative. Role-plays and group practice sessions are used throughout the day to ensure that the knowledge and skills developed can be applied immediately back into the business.

Who should attend

Anyone who attends meetings and wishes to improve the way they approach and participate in them. This event also provides foundation elements for those wishing to attend the Facilitation Skills workshop.

Objectives-

For participants to:

- learn how to plan and manage effective meetings
- understand how to use tools and techniques
- learn how to ensure post-meeting actions are completed

Content

- Pre-meeting planning
- Managing the meeting
- Effective meetings process
- Roles of Chairperson/Facilitator/Attendees
- Meeting pitfalls and solutions
- Tools and Techniques
- Effective reviewing
- Post-meeting actions and follow up

Duration

One day