



5 Secrets to Virtually Cut Your Meeting Time in Half!

Approximate run time: 12 minutes

Price: \$99.00

Format: DVD – NTSC format only

Video Highlights

- Ideal for groups or meeting leaders who struggle with protracted, inefficient meetings
- Great for individuals or groups
- Use as a supplement to an instructor led training workshop or as a stand alone training tool

In this video learn to...

- Role model timeliness in your meetings
- Use incentives to encourage timeliness
- Involve other meeting participants in time management and overall facilitation of the meeting
- Use tangible tools to efficiently manage the discussion
- Develop agendas that encourage brevity and focus
- Use facilitation techniques to tactfully curtail lengthy discussion
- Ask critical questions to steer the conversation in the right direction
- Use strategies to encourage meeting participants to come to the session prepared

Supplemental Training Opportunities:

- The purchase of this video entitles the client to a 10% discount on a group training workshop (expires one year from date of video purchase)
- Follow up training workshops include “**Creating Meeting MAGIC!**” and “**Transform Your Meetings!**”
- Call us today for more information!