



## Are You Running a Meeting....or Drowning in **CHAOS?**

*Approximate run time: 22 minutes*

*Price: \$595.00*

*Format: DVD – NTSC format only*

### **Video Highlights**

- Ideal for anyone who wants to enhance their meeting facilitation skills
- Great for individuals or groups
- Use as a supplement to an instructor led training workshop or as a stand alone training tool

### *Topics Covered:*

- Setting the stage for an effective meeting
  - ❖ Developing your PAL (Purpose, Agenda, Limit)
  - ❖ Reviewing Ground Rules
  - ❖ Assigning roles for meeting management
  - ❖ Setting the context
  - ❖ Introducing the parking lot and action item list
- Managing difficult meeting behavior
  - Two techniques are demonstrated to address each of the following behaviors...*
  - ❖ **“The Dominator”** – learn techniques to manage dominating personalities without shutting down these meeting participants
  - ❖ **“The Multitasker”** – learn techniques for reengaging meeting participants as they become distracted and tempted to “multitask”
  - ❖ **“The Rambler”** – learn techniques to curtail rambling and refocus the discussion

### *Supplemental Training Opportunities:*

- The purchase of this video entitles the client to a 20% 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!