



Managing and Leading Great Staff and Team Meetings

By Randall Dean Consulting & Training

Why is it that so many meetings seem like a major waste of time?

With corporate resources tighter than ever, and staff and management busier than ever, frivolous meetings are simply not an option. Yet they continue to occur more often than ever. And too many unproductive, wasteful meetings create a major drag on staff morale and motivation, thus affecting productivity, turnover, and the corporate “bottom line”. And, if you are the organizer or leader of unproductive meetings, it certainly doesn’t speak well for your personal management style, effectiveness, and/or competency – you simply cannot afford to look bad when you are “on stage” in a competitive or political environment.

Do any of the following ever happen in your staff or team meetings?

- There is no agenda and/or no clear meeting leader
- If there is an agenda, it isn’t followed
- Attendees cannot state clearly why the meeting is taking place (lack of clear goals/vision/purpose); or, worse yet, why they are there personally
- There are unnecessary people attending the meeting and taking the meeting “off task”
- People arrive late and/or leave early
- The meeting is interrupted by visitors/phone calls/people checking email/reading/other distractions
- The meeting degrades into a non-constructive “complaint” session or an explosive turf battle

If these sound all too familiar, then you may want to consider **Managing and Leading Great Staff and Team Meetings** by Randall Dean Consulting & Training. Well-managed meetings are highly effective tools for keeping people and teams informed and productive, but they don’t happen by accident. Businesses need to make sure that their meetings are effective, productive, and consistently create value for the organization. If you are a business that wants to plan and run more effective meetings using the least amount of valuable staff time and resources, this program provides you with the tools and strategies you need to plan, manage, lead, and end effective, efficient meetings.

Seminar leader Randy Dean also explains in-depth strategies for being successful with several specific types of meetings, including:

- staff/team/department meetings
- project team meetings
- project planning meetings
- brainstorming meetings



For more information about this seminar or other seminars being held by Randall Dean Consulting & Training including program testimonials and ratings, as well as information on Randall Dean, the seminar leader, visit us at www.randalldean.com.



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