



Cathy Hammer & Associates  
Workshops for Professionals

# Profitable Meetings:

Building your strategy for  
conducting productive  
meetings.



## Workshop Description

It's easy to see why employees and managers alike hate meetings. Most aren't productive enough to warrant the time away from their desks. And companies hold far too many of them. In this workshop, participants will learn how to develop and run meetings that address the critical priorities of your organization, increase participation, and achieve superior results.

## Workshop Structure

Recommended audience: Professionals who run meetings with staff and executive teams, managers responsible for one-to-one meetings and performance reviews, anyone who needs to build their meeting management skills

Time Frame: 3 hours

Format: Interactive with slideshow, handouts, and small group exercises. In house, this workshop serves as preparation for work with the management action planner and coaching in team dynamics.

## Objectives

- Run meetings designed to increase employee retention, engagement, and performance.
- Acquire tools for keeping meetings short, focused and productive.
- Develop techniques for improving the quality of participants' contribution to discussions and solutions.
- Reduce conflict and focus energy on achieving key goals.
- Learn best practices for moving meetings forward.