

## MANAGEMENT DEVELOPMENT WORKSHOPS

# Running Effective Meetings

Surveys tell us that managers spend from 20-70% of their time in meetings! Now there's an investment that is ripe for increased leverage! This short, focused session shows how to get greater results from every meeting you call AND have participants leave feeling energized from the experience.

### POINTS REGARDING THIS PROGRAM...

- To ensure positive impact from applying these techniques, you will also learn about the critical interpersonal dynamics that kick in whenever a group of humans gathers to discuss and decide.
- This program works particularly well as a follow-on workshop after completion of our flagship program, The Skillful Leader, which we deliver under our leadership development arm, Leadership: The Enduring Edge.

### WHAT PARTICIPANTS WILL LEARN...

- Proven pre-meeting activities
- Role of the chairperson
- Role of the participants
- How to keep a meeting moving and on track
- How to cope with dysfunctional behaviors in the group
- Evaluating and adjourning the meeting
- Ensuring agreed-upon follow-up actions take place.

### SPECIAL FEATURE:

As an option, you may choose to include the powerful team process tool, the Teamwork Palette®. This tool helps your team deal quickly and effectively with human group dynamics issues that can slow you down and in some cases even prevent you from achieving the team's goals. You will learn how to use your Palette to enhance the performance of the team you lead or belong to at work. The Palette can be an added option to the one-day program.



*"I was pleased to see how you adapted to the different levels of staff that comprised your audience. I will not hesitate to recommend this workshop."*

Vilma Wiltshire, Manager, Educational Services, North York Branson Hospital

**SAMPLE OF CLIENTS SERVED:**

- AGF Funds Inc.
- Bank of Nova Scotia
- BEP International (reinsurance brokers)
- Canadian Imperial Bank of Commerce
- Capital One Financial Corporation
- Citigroup
- Credit Suisse Canada
- Credit Union Central of Ontario
- Deloitte & Touche
- Fannie Mae
- First City Trust
- MBNA America Bank
- North American Life Assurance Company
- Platt's (Standard & Poor's)
- The Prudential Insurance Company of America
- The Royal Bank of Canada
- The Universal Group of Funds
- Visa Canada Association
- William M. Mercer Limited

WE ARE A LEADERSHIP DEVELOPMENT FIRM DEDICATED TO HELPING OUR CLIENTS LEVERAGE THE TALENTS OF THEIR MANAGERS AND TEAMS.

We offer training workshops, facilitation services, keynote presentations, and executive coaching that help managers generate consistently high performance by (1) fostering commitment and accountability in their employees and (2) building productive teams.

Our clients include organizations from the corporate, public, and not-for-profit sectors, as well as associations. They know Fulcrum for programs that:

- Present cutting edge concepts and practical techniques,
- Apply interactive adult learning approaches and
- Energize people to deliver superior results

Fulcrum Associates Inc. was founded in 1988. We are a continental firm, headquartered in Northern Virginia, with an operation in Toronto. For projects large or small we are able to draw on the talents of a select number of highly professional associates, each heading a successful independent practice, who deliver programs tailored for today's organizations.



IAN IS AN EXPERIENCED PRESENTER, GROUP FACILITATOR AND EXECUTIVE COACH.

Through his keynote presentations, highly interactive workshops, and custom-designed team-building practice, he helps his clients leverage their investment in their managers and teams.

He works primarily with managers, mid-level to executive. His programs introduce cutting-edge skills and concepts around transforming managers and supervisors into leaders and fostering superior team performance

Ian began his independent practice in 1988, following seventeen years of corporate experience in both the high tech manufacturing and transportation industries.



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