

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 OVER 250 CLIENTS SERVED:

American Institute of Certified Public Accounts
Art Gallery of Ontario
Bell Canada)
Burger King
California Institute of Mental Health
Carfax
Caribbean Tourism Organization
City of Toronto
Continental Airlines
The Federal Judicial Center
Hewlett-Packard
Honeywell
Hunton & Williams (law firm)
Lockheed-Martin
National Association of Convenience Stores
North York Branson Hospital
Royal Bank of Canada
Sunkist Growers
Zurich Insurance

WE ARE A LEADERSHIP DEVELOPMENT FIRM DEDICATED TO HELPING OUR CLIENTS GET GREATER RESULTS BY LEVERAGING THE TALENTS OF THEIR SENIOR LEADERS, 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 COOK IS A SEASONED PRESENTER, GROUP FACILITATOR AND LEADERSHIP COACH.

His leadership training and coaching addresses the so-called *outer game* of leaders' behaviors, decisions, and competencies as well as their *inner game* of assumptions, beliefs, and ingrained thought patterns that ultimately determine their success.

He is the author of:
Would They Call You Their Best Boss Ever? Practical Tips and Insights for the Successful Manager

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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