

## **Stop Wasting Time in Meetings! Effective Facilitation Techniques**

We all love a good meeting right? Well... yes! The key is to have a good meeting! And what is a good meeting? A meeting that people want to come to! A meeting that they want to participate in! It starts and ends on time and when they leave they feel that they have accomplished something.

Meetings are a widely used and generally efficient communication tool with high costs in terms of time, efficiency, productivity, quality, and employee engagement. Combining the topics of personal time management and meetings in this interactive workshop we will discuss various techniques to enable attendees to manage their own time, run great meetings, minimize interruptions and help others to succeed through effective time management and meeting facilitation.