



{ OVERVIEW }

# Running Effective Meetings

 **Ninth Edge**

Know Better.



# Make meetings matter.

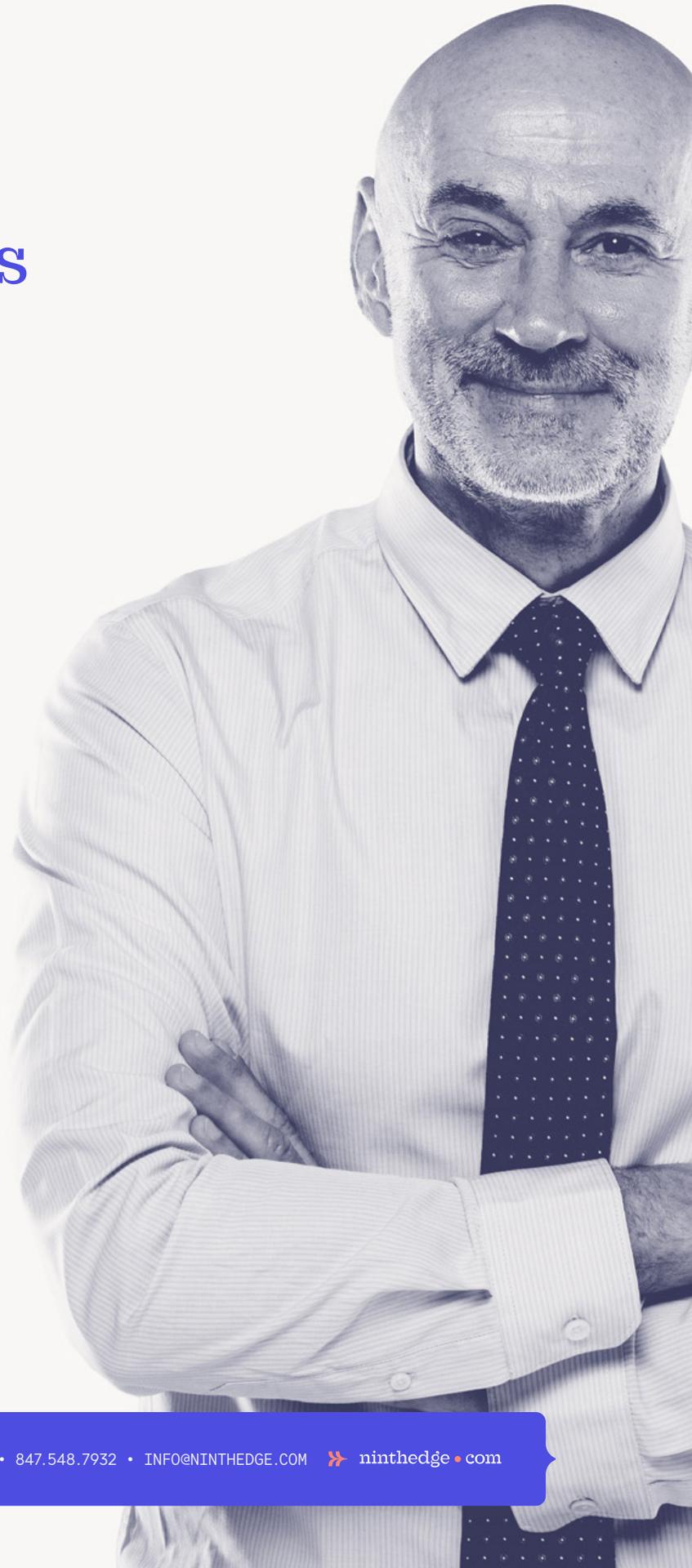
Meetings are an integral part of any organization, yet many leaders struggle with making them productive, engaging, and impactful. Poorly run meetings waste time, drain energy, and leave teams frustrated.

## The question is:

**How can you lead meetings that drive real results and leave participants feeling energized and focused?**

At Ninth Edge, we believe that great meetings don't just happen— they're designed.

Our **Running Effective Meetings** program equips leaders with the skills and techniques to plan, structure, and facilitate meetings that are productive, focused, and engaging.



## You'll learn to:

- Clarify the purpose of each meeting, ensuring that everyone understands why they're there.
- Engage participants by aligning their roles with meeting objectives.
- Apply facilitation techniques to keep the meeting on track and ensure participation.
- Set clear outcomes so that everyone knows what needs to happen by the end of the meeting.
- Handle common meeting challenges, such as lack of participation, getting off-topic, or unclear next steps.



## Overview of the Program

- **Welcome and Introduction:** Defining effective meetings and setting expectations for the session.
- **Meeting Frustrations:** Reflecting on common meeting challenges and frustrations.
- **The Three Rings Model:** Understanding the key components—Purpose, People, and Process—of effective meeting facilitation.
- **Setting a Clear Purpose (ORO Statement):** Learn to define the Objective, Rationale, and Outcomes of your meetings.
- **Defining Roles:** Clarifying roles such as facilitator, timekeeper, and decision-makers to ensure smooth meeting flow.
- **Meeting Process Tools:** Explore tools for planning and structuring your meetings, including agendas and facilitation techniques.
- **Facilitation Techniques for Common Challenges:** Practice techniques for overcoming challenges like lack of participation and staying on track.
- **Wrap-Up:** Key takeaways and next steps for applying effective meeting strategies.

## Target Audience

Individual Contributors, People Leaders

## Delivery Options

Face-to-Face or Virtual Instructor-Led Training

## Workshop Timing



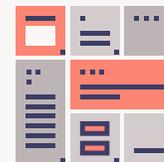
### Half-Day Workshop

- Clarifying the Skill
- Building Self-Awareness
- Feedback and Coaching
- Action Planning



### Full-Day Workshop

- Clarifying the Skill
- Building Self-Awareness
- Feedback and Coaching
- Skill-Development
- Intact Team Coaching
- Action Planning



### Customizable with Other Ninth Edge Solutions

- Managing Conflict
- Conversational Capacity™
- Six Thinking Hats





## Leaders who have implemented these techniques report:

### **More productive meetings**

Time is spent efficiently, and goals are met.

### **Increased engagement**

Participants contribute and stay focused.

### **Clearer action steps**

Post-meeting follow-through and accountability are ensured.

Without a structured approach to meetings, organizations risk wasting valuable time and energy. Poorly run meetings lead to confusion, low morale, and lack of progress.

By learning to design and facilitate effective meetings, you can transform meetings from a dreaded task into a powerful tool for driving success.



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is our business.

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Take the  
next step.

Are you ready to run meetings that get results?

Let's explore how the **Running Effective Meetings** program can help you lead with purpose and clarity.

Click below to schedule a consultation and start improving your meetings today.

{ Schedule a consultation.  }

