

MEETING DOJO™

I go from one meeting to the next, and most are frustrating. Is there a better way?

We tend to talk a lot but don't make decisions – it can feel like a waste of time.

HOW TO RUN MEETINGS THAT DON'T SUCK

Meetings are important. They should be interesting and valuable. But often they suck!

Drawing on the writings of Patrick Lencioni, we take a fresh look at how to think about, design and run your meetings.

Rather than a catch-all solution, we suggest four different formats – the daily check-in, weekly team meeting, ad hoc strategic, and annual off-site.

[CLICK HERE FOR WEBSITE](#)

DATE TBC

TIME 4 hrs duration
Includes morning tea break

VENUE In house for 8-20 ppl

COST \$2200 (GST inc) for training
excluding venue & travel costs

MEETING DOJO™ OUTLINE

OVERVIEW

Understand the problem of "meeting soup" and why meetings are frustrating and boring.

OPERATIONAL VERSES STRATEGIC

Separate strategic topics from operational issues, and think about how to execute your strategy, using a Plan-on-a-Page.

FOUR MEETING FORMATS

Learn to use different meetings for different outcomes:

- Run a Daily Check-In using 3 key questions;
- Chair a Weekly Team-Meeting with a real-time agenda;
- Prepare a 2-hour Ad Hoc Strategic meeting for a single issue;
- Design an Annual Off-Site without using butcher's paper!

MAKE IT HAPPEN

Form a tangible plan to shift the way you run meetings in your own work context.



It was a light-bulb moment when I realised that not all meetings should look the same.

TEAM MEMBER, HEALTH DEPARTMENT



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