

High Performance Meetings®

Enhance the 'Quality' and 'Productivity' of your Meetings

Benefits for your organization

Effective meeting facilitators unlock the power of the individual and show groups how to reach their desired goals. As meeting effectiveness skills improve within the organization, employees become more creative and productive, and are able to seize opportunities for dramatic gains in performance. Teams reach agreements and members go out with complete buy-in on decisions made, and are highly motivated to follow through on action items and ensure success.

Benefits for participants

- Keep discussions on track
- Design result-focused agendas, group processes and implementation plans
- Design and conduct planning sessions and cross-functional team meetings
- Learn strategies and tools to help make groups make decisions more easily
- Leverage diverse points of view and communication styles
- Share ideas and value everyone's contribution
- Eliminate turf wars and,
- Create true buy-in



Core Skills for facilitating group think

Meetings are the activity at the centre of every organization - most central to the running of our organizations. Almost every company invests lots of money, time and infrastructure in facilitating meetings, which is where supposedly some of the most important decisions get made.

Very little time is spent on evaluating the returns which accrue out of such investments and also evaluating the quality of meetings in companies.

Equinox Consultants have been pioneering group think and facilitation for the last 18 years. We have shared our extensive experience with many organizations through our innovative workshops.

High Performance Meetings® workshop provides a solid framework and proven techniques for resolving conflicts, creating buy-in, and building lasting agreements - skills as valuable in everyday life as they are in business. Our methods have been used by hundreds of organizations to generate faster decisions, increase creativity and productivity, and shorten cycle times.



Who should attend

Sr. business leaders
managers
group and team leaders
facilitators
change agents

How participants learn

Over two days, participants will have numerous opportunities to practice what they've learned, and they will be encouraged to focus on real-life issues facing their organizations for immediate application. With an average student-to-trainer ratio of 10 to 1, each participant receives video feedback, private coaching, and personal attention. If needed, groups are divided by experience level, so both novices and advanced facilitators can improve their performance.

About Equinox

Equinox Consultants, is a 18-year-old leader in learning and performance improvement in organizations.

We help clients build the needed collaborative capability to produce extraordinary results, improve critical business processes, and create and maintain trusting and productive work relationships.

More information about Equinox Consultants is available on the company's website:

<http://equinox.co.in>

Program Agenda

This highly experiential program will help participants understand and learn ways to transform their meetings towards high performance.

Meetings

- Meetings assessment - return on investment survey results
- The 'Four' Meeting Dysfunctions
- Types of meetings
- Understanding skills and behaviors required for each type

Facilitation

- Four Facilitation Approaches
- Introduction to the Method
- Facilitation Practice
- Planning the Meeting
- Strategic Moments - the 'WHoW' of meetings
- Facilitative Behaviors - Understanding interpersonal styles

Facilitative Communication

- Listen as a 'Buddy'
- Ladder of Inference
- Collaborative Problem Solving
- Parking Lot
- Facilitative practice

Meetings

- Designing Agendas
- Virtual Meetings
- Resolving Conflict
- Following Through on Meetings
- Evaluate the Day

Create compelling Meeting Effectiveness Action Plans

Program Pre-Work

This high performance meetings program comes with an **optional** comprehensive 'Meetings Effectiveness Assessment' survey, as an essential pre-work. This helps organizations make their meeting effectiveness measureable and provide them with high returns on investments.

Duration: 8 hrs.

Group size: Up to 18 participants

Interested? Call us for a Quote.

+91 9866687711 or +91 8978786121