

Title: Meetings, Bloody Meetings

Production Company:

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Length: DVD (approximately 30 minutes)

Synopsis:

Everyone at one time or another has been overwhelmed with work and have experienced it taking over their lives with longer hours at the office, staying later or going into the office earlier, and meetings that never seem to accomplish anything. A meeting is similar to a court hearing in that it is discussed what has happened and why and what they plan to do about it. The only difference is that a meeting is *not* organized.

There is a five stage plan for shorter and more productive meetings:

1. Plan
 - a. Be clear about the precise objectives
 - b. Be clear about why you need the meeting
 - c. List the topics to be discussed
2. Inform
 - a. Make everyone know exactly what is being discussed, why, and what you want from the discussion
 - b. Anticipate people and information that may be needed
 - c. Make sure they're there
3. Prepare
 - a. Prepare the logical sequence of items
 - b. Prepare the time allocation to each item on the basis of importance rather than urgency
4. Structure and Control
 - a. Take the evidence stage before the interpretation stage and that before the action stages
 - b. Stop people from going ahead or moving backwards
5. Summarize and Record

- a. Summarize all decisions and record them immediately with the name of the person responsible for any action

Also included with the DVD is a CD containing a Leader's Guide (24 pages) for a five session program, handouts, an example of an agenda, and a self-study workbook to accompany the video. After the program, each participant should be able to:

- Identify specific strengths and weaknesses of their own meetings at work
- Recognize the characteristics of a good meeting
- Learn how to prepare for, structure, and control effective meetings
- Devise an action plan to improve their ability to run good meetings