# Effective Meetings Training Pack



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Meetings are common place in todays working world, often an everyday occurrence. And yet too much time and resources are wasted in ineffective meetings. Meetings are critical business tool and if done correctly a powerful means of communication. If they are not planned a managed effectively they become a drain on company resources as well as your employees time and energy. Effective Meetings Training Pack from Everyday Business Training, LLC can help you learn and train your people to utilize this powerful tool effectively. Understand the importance of running effective meetings. Identify the key components of an effective meeting. Describe the factors that cause meetings to fail. Understand the different ways that you as an employee can influence the effectiveness of meetings. Use the material presented to develop a procedure for effective meetings. Identify types of meetings and recognize their potential impact on the business of your organization. Learn best practices in planning and implementing effective meetings. This training packet includes:  Power Point Show  Course Overview  Facilitator Manual  Participant Manual  Course Evaluation Get a complete training package to provide expert training to your employees. Help turn that wasted time into effective communication.

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