

MTD Quick Tips

How To Make Your Meetings More Productive

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How To Make Your Meetings More Productive

I once heard a great quote from the HEAD OF IT who worked for one of the top 5 banks within the UK.....

"Sean, this place is the easiest place to get a meeting but the hardest place to get a decision"

I thought this was an awesome quote and how right he was!

How many of your working hours are just wasted in unproductive, mind-numbing and meaningless meetings where the issues just go round and round with no-one wanting to take ownership?

I know for a fact that most of the meetings I used to attend were a complete waste of time and I bet it's the same for you as well.

Well, that particular HEAD OF IT did something about it and he employed us to develop a training programme that covered how to run and chair meetings more effectively and also how to facilitate workshops and planning days.

We rolled out a 2 day course to all of his managers and 6 months later he rang me up to say that we had helped him to reduce the amount of hours that his managers had spent in meetings by 350%! We knew this ourselves because we put measurements in place to determine the effectiveness of all of our courses!

A great success story and now I'd like to help you with your meetings!

Here is a 46 page workbook that will help you to make your meetings more productive and will help you to facilitate your meetings and workshops with greater control.

Please download it at: http://www.m-t-d.co.uk/meetings.htm

It will help you to:

- Plan out and prepare for your meetings
- Get action from people
- Record the main points from the meeting
- Deal with difficult people
- Keep on track and not overrun
- Chair meetings and stay in control

I hope it helps you out!

To your success,

Sean

Sean McPheat
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About Sean McPheat



Sean McPheat

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Founder and MD of international management development firm MTD Training, Sean McPheat is widely regarded as a leading authority on modern day management and leadership.

Sean is a bestselling author, and has been recognised for his own business building skills through the **British Business Awards** and has been featured in the **Who's Who Of Britain's Business Elite**.

He has been a regular judge for the UK's Young Enterprise Programme but was not as horrible as Simon Cowell (well almost!)



Sean has been featured on **CNN International, the BBC, SKY, ITV, The Guardian, Forbes, Arena Magazine, Marketing Weekly, Business Zone, Winning Edge** and radio stations such as BBC WM and LBC (London's Big Conversation).

Sean has over **250 media credits** to his name and his weekly email tips go out to over **60,000 people** interested in management and development strategies.

Sean is also a **much sought after media figure and motivational speaker** on all topics related to management, HR, business improvement and entrepreneurialism.