

# Essential Techniques for Productive Meetings



Live Audio Conference • February 14, 2012 • 1:00 PM – 2:30 PM EST

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*Presented by:*

**Nathan Regier, Ph.D.**

*Next Element Consulting, LLC*

- Founding member of Next Element Consulting, LLC
- Specializing in leadership communication, conflict resolution and motivational skill-building
- Conducts regular training programs across the United States on leadership communication, productive conflict management, employee engagement and motivation
- Has presented at regional and national events including American Academy of Family Physicians, Society for Human Resource Professionals, American Society of Trainers and Developers, Association for Experiential Education
- Writer of publications in the areas of worksite wellness and leadership communication
- Certifying Master Trainer in Process Communication Model®, Process Education Model®, NEOS Leadership Resiliency Measurement System
- Member of the Society of Human Resource Professionals, American Society of Trainers and Developers, and the Association of Experiential Education
- Ph.D. degree in clinical psychology, University of Kansas
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Have your meetings become a forum for competing agendas, apathy and wasted energy? How much time do you waste arguing, nitpicking policies, chasing rabbit trails, delaying decisions, and talking around the real issues? Is scheduling another meeting the only guaranteed outcome of your time together? While meetings have a place and purpose, too often they are experienced as unneeded, unproductive, and unsafe, thus fostering a cynical and apathetic attitude among participants which negatively affects the organization at large. Effective meetings build alignment around common goals, support innovation and decision-making, and facilitate direct, accountable action, and include each participant as a valuable part of the process. In this live audio conference, you will learn tips to notice and combat drama in your meetings, identify logistical details to keep meetings on task, engage and motivate a diverse audience, and facilitate a more safe, creative, and accountable meeting atmosphere.

The result: More enthusiasm, more productivity and innovation, less wasted time and energy.

## AGENDA

### Why Have Meetings?

- Build Trust and Accountability
- Practice Productive Conflict
- Create and Innovate
- Make Decisions
- Take Action

### Drama, Energy Vampires and Ulterior Motives

- Meeting Drama Checklist
- Unwritten Rules and Roles of Drama
- Costs and Consequences of Drama
- Three Buzz-Kill Words

### Tending to Logistics

- Before Meeting
- During Meeting
- After Meeting

### What's in It for Me?

- Discretionary Attention
- It's Not What You Say, but How You Say It
- Motivating Different Personality Types
- Individualizing Facilitation

### Creating a Safe, Accountable and Productive Meeting Environment

- Check-In
- Four Rules of Engagement
- Three Habits of Highly Productive Groups
- Supporting Creativity
- Three Principles for Building Enthusiasm

### Questions and Answers

**“The ability to learn faster than your competitors may be the only sustainable competitive advantage.”**

— Arie de Geus

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**MAIL:** Mail this form with payment information to:  
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### Who Will Be There?

This live audio conference is designed for supervisors, team leaders, business owners and managers, presidents and vice presidents.

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