



LEADING EDGE CHANGE

Professional Programmes for Peak Performance

PRODUCTIVE MEETINGS

A Leading Edge Change in-house Business Skills course

It is estimated that 50 million meetings take place around the world every day. With all that experience they should be really effective, yet so many people identify with quotes such as:

- ◆ *Meetings are indispensable when you don't want to do anything.* John Kenneth Galbraith
- ◆ *One either meets or one works. One cannot do both at the same time.* Dr Peter Drucker

Think of the cost of the meetings that you go to: the combined salaries for the meeting time plus that for any preparation, travelling and expenses. Do these meetings produce an optimum return on their cost? This participative course is for people who cannot answer an unequivocal 'yes' and want to do something about it.

Key features:

- ◆ Meeting Effectiveness Questionnaire
- ◆ Meeting quicksands: how to avoid them
- ◆ Planning for Effectiveness
- ◆ Chairing and Meeting Skills
- ◆ Creating Positive Contributions and Managing Disruptions
- ◆ The Role of Minutes

These focussed development programmes allow us to work closely with your selected employees to deliver more skill enhancements faster.

LEADING EDGE CHANGE is committed to helping business achieve its potential in an ethical and sustainable way.

We all know that business outcomes are a direct result of the activities of the people working on them. To make a real difference people need three things:

1. Motivation
2. To think in ways that allow new distinctions to emerge
3. To be able to build the relationships needed to get the desired results

Combining all the proven benefits of NLP techniques with our extensive business and training experience, our performance training programmes will promote development in all three areas. Furthermore, as learning works best when all senses are engaged, our training challenges participants to engage fully. All workshops and programmes involve practical, interactive experience to make them fun and accelerate easy learning.

Our workshops, development programmes and training courses are available at a timing, length and price to suit your needs. We will run courses and programmes individually or as a package as required.

Other services:

Our **Personal Executive Coaching** provides confidential one-on-one coaching for directors and senior management, helping them find their own special talents to make the changes that take business forward.

Our **Strategic Coaching** helps a board or management team define their overall business goals and desired outcomes, development the strategy, build and test the business case and business plan and implementation planning and delivery.

To book this workshop or to find out more about our training, consulting and executive coaching contact Patricia Scott at:

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