

Meetings that Work

Learn how to organize, prepare and facilitate really effective & engaging meetings. Participate in a one day interactive workshop that offers you the practical tools, that will make your meetings take off!

Designed for:

The team leader, busy executive, project leader, meeting organizer and facilitator

What you will learn

- How Meetings Have Changed Corporate Life
- A Team's Key Meetings
- Deciding When a Meeting is Necessary

Designing a Meeting

- How do I design and prepare for a Meeting?
- How do I make a meeting more engaging?

Facilitating a Meeting

- Opening a Meeting
- Assigning Roles & Crafting Rules
- Elevating Listening to a New Level
- Neuroscience & Discussions
- Questioning that Encourages Open Thinking
- Working with Difficult Participants

Closing a Meeting

- Closing Every Topic & Agreeing on Next Steps
- Taking Minutes in an easy way
- Action Plan: what will I apply in my next meetings

Methodology:

Participants get practical tools, explore real-life examples, study international research & case studies, while different learning styles are taken into account, for maximum effect. All workshops allow room for reflection, sharing of experiences and offer feedback from professional coaches/facilitators. They are completed with a personal action plan & progress steps.



Word of Mouth

Very practical program that brings value and can provide solutions immediately on an everyday topic, that creates difficulties and can become so dysfunctional.

E.Kanaki, Learning Manager & ACD HR Business Partner L'Oreal

Training that offers you the theory and practical exercises, while at the same time helping you to cope with difficult situations and attitudes.

G.Bitsanis, Factory Supervisor Tupperware

I learned a methodology for successful meetings. I liked the open questions in the materials, as well as the tips for smarter meetings!

M.Koulouridou, Product Manager L'Oreal

I liked the manner of presentation and facilitation. Excellent workshop!

M.Kanariou, HR Dpt. National Bank of Greece

Both the content and the facilitator were direct and to the point.

P.Anagnostopoulos, HR Dpt. Wind

Role-playing and how the workshop was structured were great.

E. Totonidou, HR Dpt. Lamda Development

I gained an improved way of implementing meetings and I liked the emotional approach in the beginning.

T.Karalekas, Mgr BIC

Who we are

Treasure Lab is a boutique company specialized in solution-focused coaching & executive development programs, supporting Executives and Teams to enhance performance and engagement.

- Our methodology combines the use of solution-focused coaching, practical tools, enhanced self-awareness, new ways of working and a safe space for practice.
- Our programs are structured, practical and bring results and ROI. They are co-created with the client for the best matching of the program with strategic goals.
- Our Team members are senior experts, who are certified and accredited coaches, with over 20 years of experience as professionals and as facilitators.
- We operate from Athens and address large Greek and multinational company clients in Southeast Europe.