

# 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.