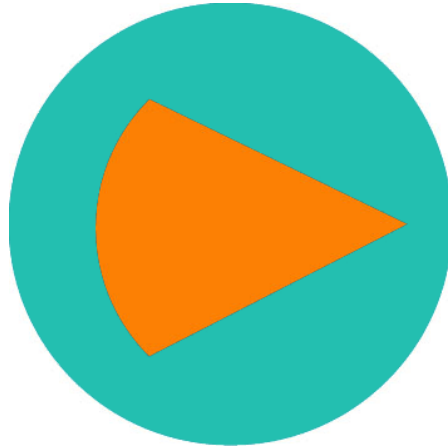


Project Management Webinar



How to Avoid Meeting Madness

PROJECTinsight[®]

Project & Portfolio Management Software

Initiate Project Intelligence[®]

Things to Know...



- ▶ All participants will be on mute
- ▶ Questions are welcome
- ▶ Use the question box to ask questions
- ▶ PM training is valid for 1 PDU
- ▶ Must be in attendance for full session
- ▶ PDU certificate sent by the end of the day
- ▶ Recording and slides sent by tomorrow

Moderator



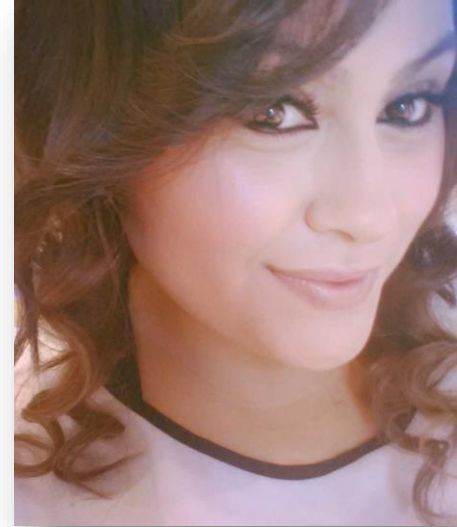
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Presenter



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*Training in project management,
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How to Avoid Meeting Madness

Poll: Getting Things Done



What have you experienced?

- A. Been in that meeting that lasted "FOREVER" and you just wanted to escape?
- B. You "zoned" out in the meeting and wondered if others are doing the same?
- C. Feared that no one is paying attention?
- D. All of the above?

Objectives of the Webinar



At the end of this webinar, you will be able to:

- Say exactly what you mean quickly and succinctly
- Create a strategy for every meeting you have
- Ensure that participants are paying attention and comprehend what is being said

Adapted from Say it in Six, Ron Hoff.



Blah, blah, blah, blah, blah, blah, blah, blah, blaaaaahhhhhh

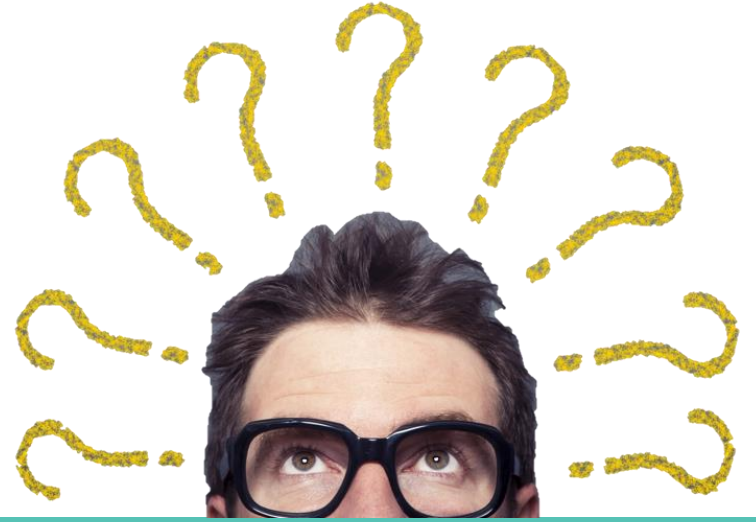
We talk too much!



The worst of all deaths is to be talked to death – Mark Twain

How much is it costing you and your company?

Question for you...



Could you get your meetings down to 10 minutes or less?

How would that improve your ability to get work done?

Please submit your ideas through the question box

What does it take?



Preparation



Structure

The Burning Issue

Define why we are meeting.

US Businesses waste over \$40 billion on
mismanaged meetings every year.
- Survey from Hofstra University



Who does this?



News Anchors



Toastmasters



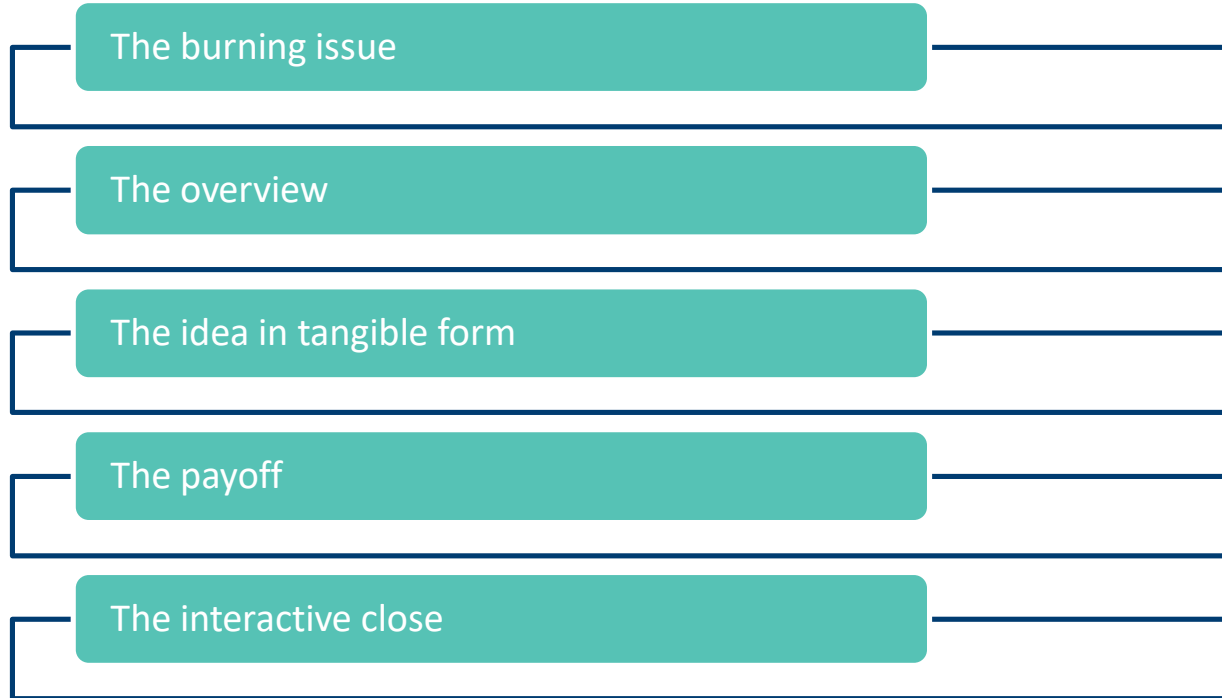
Warren Buffet

Why less than 10 minutes?

- We are getting interrupted every 5 or 6 minutes
- The people we need to help make decisions are busy too
- Most of what we say isn't important



The Structure



The Burning Issue

- Meetings should only be used for burning issues
- 30 seconds



The Overview



60 seconds



Why do we have
the burning issue



Your assessment
of root cause

The Idea in Tangible Form



1

120 seconds

2

Your recommendation

3

Provide facts not feelings

4

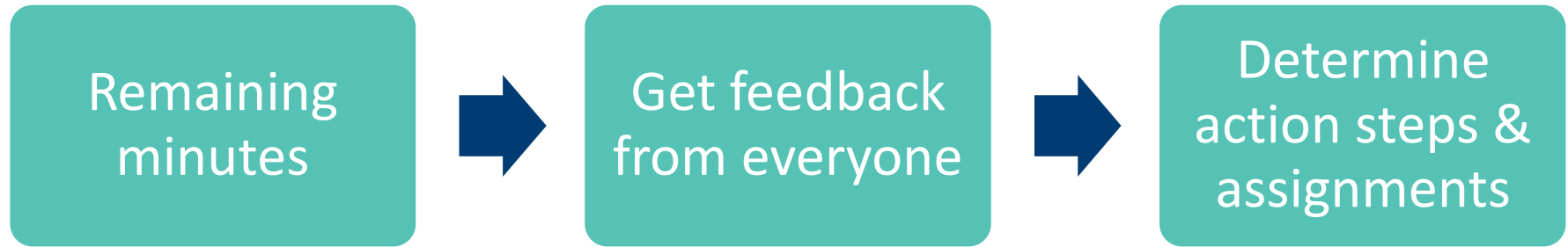
Provide tangible evidence



The Payoff

- 120 seconds
- The ROI
 - Cost Benefit analysis

The Interactive Close

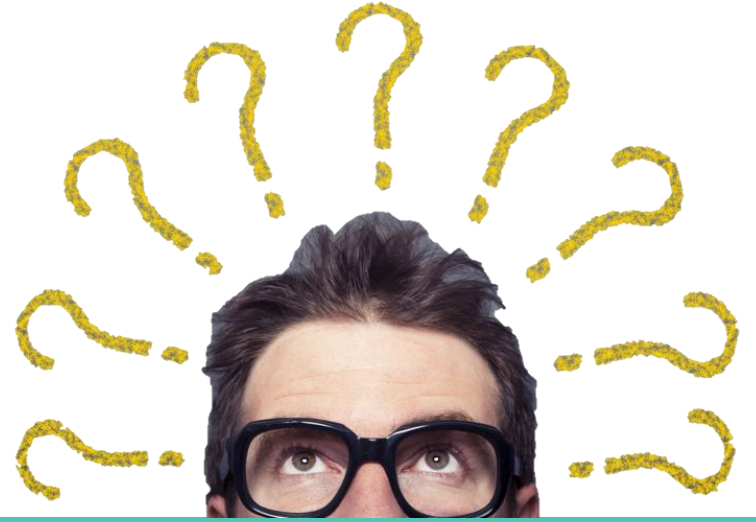


Mark it down, asterisk it, circle it, underline it.

No involvement—no commitment

Stephen Covey

Question for you...



Would this be helpful when talking to Sr.
Management? *Where else?*

Please submit your ideas through the question box

A top-down view of a wooden desk. On the left is a silver laptop keyboard. In the center is a tablet displaying a calendar. To the right is a black pen. In the bottom left is a spiral-bound notebook. A semi-transparent teal rectangle is overlaid on the right side of the image, containing white text.

The Shift

Preparation is on **YOU!**

Woodrow Wilson was asked how long it took him to prepare a 10-minute speech – 2 weeks.

How about a 1 hour speech?
– 1 week

How long for a 2 hour speech?
– Ready NOW!

Review



- Say exactly what you mean quickly & succinctly
- Create a strategy for every meeting
- Confirm that people understand

Any questions?

Upcoming Webinars

Stay tuned!

2017



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A square box with a teal header and a white body, outlined in grey.

PM Training

A square box with an orange header and a white body, outlined in grey.

IT
Methodology
and Agile

A square box with a red header and a white body, outlined in grey.

Leadership

A square box with a blue header and a white body, outlined in grey.

Product
Training

See you next year!
