

Making Meetings Magic – From pointless drain to productive gain

Format	3 hour workshop
Breakdown	<ul style="list-style-type: none">• 50% training input and discussion• 50% practical activities and facilitated group work
Participants	20 maximum
Results	Overhaul your team’s meetings and make them an ally for playful productive momentum once again!
Key Benefits	<ul style="list-style-type: none">• Tips, tricks and tactics for improving your meetings – inspired by the 9 Characteristics of the Productivity Ninja™• A “Meetings Manifesto” the whole team has contributed to, with practical commitments to better meetings practices and culture

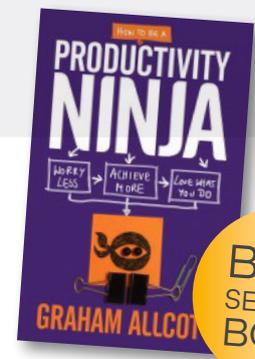
Overview

Think of how many hours we all spend in meetings. Then think how magnificent it would be if every single one was purposeful and powerful – sharing information, making decisions, identifying actions – but just without there being so many of them, or them taking so long!

Every meeting is a priceless opportunity to surprise ourselves with just how much we can achieve together.

We’ll use the **9 Characteristics of the Productivity Ninja™** to inspire change in your meetings, and you’ll identify specific ways your team can implement each of them.

This session provides the opportunity to think about what makes effective, productive and fun meetings, and gives you the ideas and tools to make that happen.



Don't just take our word for it...
Loved it and really looking forward to watching everyone meet with renewed gusto.
JANE WHALEN,
LIVERPOOL STUDENTS' UNION

Results

A completed “Meetings Manifesto” for your organisation and teams to improve meetings practices, culture and productivity, reduce stress and generate playful and productive momentum in your work.



Who should attend?

Anyone and everyone who hosts, organises or takes part in meetings! Importantly, our approach involves and engages the whole team in creating and holding Productivity Ninja-style meetings – this isn't just the job of the chair and the minute taker. We'll work with your team to help you assess, address and improve the underlying culture of meetings at your organisation, and make your meetings magic again!

What you'll learn and discover

- ✓ **Zen-like Calm:** Creating meetings with focus, where everyone can be attentive and engaged and ready and able to do their best work together.
- ✓ **Ruthlessness:** Reducing meeting overload and overwhelm, and how to keep the meetings you do have on track and on time.
- ✓ **Weapon-Savvy:** The best Ninja apps and tech, and how to use them to create and support amazing meetings and successful follow-through.
- ✓ **Stealth and Camouflage:** How to protect your meeting and attendees from all those constant distractions and interruptions, and create the environment and opportunity for everyone to do their best work together.
- ✓ **Unorthodoxy:** How the Productivity Ninja™ uses playfulness and gamification to challenge convention and ingrained bad habits, and make meetings fun once more.
- ✓ **Agility:** How to create momentum and keeping your meetings nimble – plus how to respond to the unpredictable, and what to do when things start to go off track or off-plan!
- ✓ **Mindfulness:** The importance of reflecting on how we are working, as well as the work we have to do – plus even perhaps the power of in-meeting mini meditations!
- ✓ **Preparedness:** Why preparation is so vital to the success of your meetings, and the cost of neglecting it. How to create the best physical environment for your meeting, and that people arrive ready to do their best work.
- ✓ **Human not Superhero:** Rather than being a source of doom, distraction and resistance, how to create a meetings culture that engages, inspires and creates momentum.

What you'll do

- ✓ Work together, facilitated by your Productivity Ninja™, to reflect on your existing meetings culture and practices (both good and not so good), and identify areas for change.
- ✓ Use all of the 9 Characteristics of the Productivity Ninja™ to identify specific practical changes, tactics and improvements.
- ✓ Work together to develop a “Meetings Manifesto” to help your team make your meetings magic again!
- ✓ This document will capture all your team's ideas and commitments, so they can be shared with the rest of the organisation, used in new staff induction etc.

Practical requirements

- This workshop requires a meeting room with tables (preferably, but not limited to, cabaret style in groups of 5), booked for the entire 3 hours.

Technical requirements

- A data projector/plasma with VGA cable for the trainer's slides.



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