

# Masterful FACILITATION Institute

## Enhance Productivity

### *Build Your Organization's Effective Meeting Competencies*

Written by Myriam Laberge, February 2011

Of the 60+ meetings per month attended by professionals, research indicates that over 50 percent of this meeting time is wasted<sup>1</sup>. That translates to 4 days of lost productivity per professional every month if each meeting is one hour long! *Can you afford not to invest in more effective meetings?* Do the math for yourself. How much could you save with even a 25% improvement in the productivity of your virtual and in-person meetings?

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<u>Type of Meeting</u>	<u>Hours This Week</u>
<ul style="list-style-type: none"><li>• Share information and communicate key messages</li><li>• Provide status updates and monitor progress</li><li>• Seek input, feedback, advice, opinions</li><li>• Resolve issues and solve problems</li><li>• Evaluate options and make decisions</li><li>• Develop plans and accountabilities</li><li>• Coordinate effort</li></ul>	

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Nearly all organizational leaders, professionals, and managers can greatly benefit from developing competence in facilitating effective meetings, and understanding when to seek facilitation assistance. Commit to these effective meeting competencies to improve your organization's overall productivity now:

- Have a checklist of steps to plan and prepare for a meeting from start to end
- Distinguish and adopt facilitator and other meeting roles
- Endorse a culture of effective meeting rights and responsibilities
- Learn and exercise best facilitator practices continuously
- Apply useful process tools and methods to facilitate basic meeting outcomes
- End each meeting with clear understanding of results and commitments

Interested in learning how? Attend [The Confident Facilitator: Essential Skills for Guiding Groups](#), or [The Virtual Facilitator: Leading Interactive TeleCalls and Webinars](#), or [ask us](#) about how we can customize our programs for your unique organizational needs.

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1. Source: *Meeting in America, 1998; Better Business Meetings, 1995*