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## Using Effective Leadership Strategies in the Workplace

### **Managing Meetings and Building Consensus**

**Robert K. Bitting, Ph.D., L.M.H.C.**

- I. So What? - The Outcomes Framework
  - A. Products and Processes vs. Results
  - B. Performance Targets: How Do You Define Success?
  - C. Five More Important Questions, and a Few Basic Concepts
  - D. A Thirty-Minute Strategic Plan
  
- II. How Well Are You Communicating?
  - A. Transactional Styles – Parent, Adult, Child
  - B. Bottom-Up vs. Top-Down Communication
  - C. Barriers to Effective Communications
  - D. Reaching Agreement: Consensus, Consultation, Command, Convenience
  - E. What's Your Participative Management Style?
  - F. What Do Employees Want?
  
- III. Oh, No, Not Another Meeting!
  - A. Tied Up In Knots
  - B. Why People Hate Meetings
  - C. Rules? What Rules?
  - D. Key Elements of Effective Meetings
  - E. Using an Effective Agenda Plan
  
- IV. Taking Meetings to the Next Level
  - A. I'm not in Charge – What Can I Do?
  - B. Focusing on Issue Identification
  - C. Pass Me a Role
  - D. The Right People for the Right Job
  - E. Getting Cooperation to Get Things Done
  
- V. Groups, Teams, and Meetings
  - A. Your Company and Teams
  - B. Four Phases of Team Development
  - C. What is Your Team's Purpose
  - D. Eight Edicts for Effective Groups
  - E. Teams and Effective Meetings
  - F. 10 Pitfalls to Avoid

G. Delegating More Effectively

VII. Other Activities

- A. Face Me on the Newspaper
- B. Can This Supervisor Be Saved?
- C. Lost in the Amazon
- D. Time Management: More Time, Less Stress
- E. A Case Study or Two
- F. No Time for Conflict

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