

# The Overcoming Meeting Overload Workshop

## Improving Effectiveness by Overcoming Meeting Overload

### What Is Meeting Overload?

Meeting overload is not having too many meetings but rather it is the resentment of time and life wasted in ineffective meetings.

In today's collaborative work environments meetings, virtual or in person, are a most effective communication venue. As meetings participation and the time we spend in meetings grows we cannot overestimate the need to enhance personal and corporate meeting quality.

### Learning Outcomes

The Overcoming Meeting Overload Workshop shows you how to improve personal and team effectiveness by providing you with the controls you need to:

- Develop meeting objectives and goals to deliver higher personal and corporate value
- Avoid the risks of “**title imposed roles**”
- Use simple processes to improve your meeting participation and leadership
- Inject “think time” to ensure meeting outcomes
- Reduce meeting overhead with simple agendas, minutes, and notes.



**Meeting participation is likely to grow by 3-5% annually. Enhance your personal and corporate effectiveness by developing personal meeting protocols and work habits that enhance your collaboration and meeting leadership.**

### 2. People and Roles

Choosing the right people is critical. Meeting objectives are best fulfilled when each person is given a clear role to play. Roles are best assigned based not on titles but on a mix of skills, competencies, ability, and authority.

### 3. Process and Controls

A meeting is not an event; it is a process of people coming together. Like the director of a well rehearsed play, the meeting leader must control the meeting process. The meeting process ensures that well rehearsed roles deliver the expected value for the benefit of all concerned.

### 4. Flexibility and Style

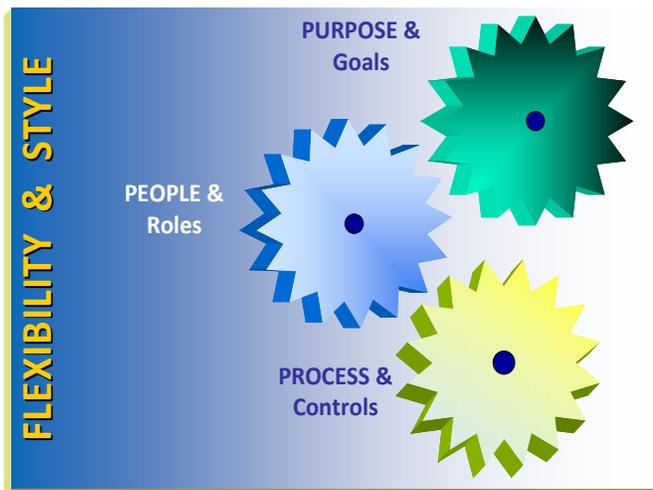
Flexibility is the oil that keeps the three framework gears smoothly running. Based on the type of meeting and the style of its leader the amount of flexibility injected must be clearly communicated. This is expressed in appropriate participation requirement, code of conduct, and conflict resolution guidelines.

### Take Control

#### with the Overcoming Meeting Overload Workshop

The Overcoming Meeting Overload workshop is a subset of the very successful **Overcoming Overload Workshop**. What you will learn is based on the wisdom of many respected authors and is supported by the experience and advice of many leaders and clients whom you will meet in the pages of our workshop resource books.

To read inside the books see [www.amazon.com](http://www.amazon.com) and search for authors, **Baha & Margaret Habashy**.



### The Meeting Effectiveness Framework™

Like a well oiled set of gears the topical framework illustrated above will help you develop your own meeting protocol and policies. Regardless of organizational cultures you are responsible for your actions and meeting effectiveness. Using common sense principles, practical tips and stories, this workshop will help you develop meeting policies that focus on the following critical areas:

#### 1. Purpose and Goals

The meeting title is not the meeting objective. The meeting objective is the value expected for the effort invested in the meeting. A well planned meeting agenda provides the goals and stepping stones that ensure achieving the meeting objective.

## Client-tailored Structure

Using personal and group assessments and interviews, we tailor a mix of presentations, coaching, and exercises to meet specific individual, group, and corporate needs as well as measurable objectives and outcomes:

- **Personalised self assessment** starts with our online Effectiveness and Overload Gauge™. Along with pre-workshop interviews and exercises you will assess your personal effectiveness and overload quotient as well as your personal need for change. Consolidated survey reports help focus the workshop content and set benchmarks for expected benefits.
- **Pre-workshop interviews and exercises** will help enhance and personalize the learning experience.
- **Learning sessions** use a client-tailored plan supported by participants' needs for change. At the end of the workshop you will create a personal action plan with accountability to deliver optimum individual and team benefits.
- **Personalized one-on-one coaching** is optional. Over an eight week period you receive support, encouragement, tips, and accountability.
- **Evaluation and re-assessment** are critical for ongoing improvement. This is done by retaking the Effectiveness and Overload Gauge™ and comparing personal results to the average change experienced by your peer group.
- **Team huddles** offer collaboration and shared experiences.
- **Support** by phone and e-mail continues towards your ongoing improvement.

## Workshop Leaders



**BAHA AND MARGARET HABASHY**

For over thirty-five years they have partnered in life. Working with clients as large as IBM and as small as local charities, they collaborate in helping organizations, leaders, and individuals achieve greater effectiveness and find relief from stress in an overloaded world.



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## Our Track Record

Client data collected by the Effectiveness and Overload Gauge™ is your proof of measurable sustainable results. Workshop participants realized an **average total improvement of 28.3%**

- **Effectiveness 25%** —improving decision making
- **Filtering 26.3%** —prioritizing wisely
- **Control 29.0%** —managing demands and distractions
- **Filing 28.9%** —eliminating information clutter



**JAYWANT MICHAEL,**  
**LEADER AND UNIVERSITY PROFESSOR**

"In my time, I have attended many seminars, but only a handful of them have had a lasting impact. Your program definitely falls in that category and has already impacted in a positive way several staff members and me. ...

Personally, I have regained at least an hour a day which is now put in more profitable use. By a better filtering system, I am now more accessible and available to the people important in achieving organizational and personal goals. ... I am able to keep my focus on higher valuable activities that are aligned with my position and roles."



**WENDY GILMORE**

**VICE PRESIDENT, CLINICAL SUPPORT SERVICES**  
"To me personally the benefits from the workshop were immediate. I feel a tremendous weight has been lifted from my shoulders. I strongly recommend it. I have already recommended it."

## Imagine the Benefits

Take a moment to imagine the benefits of focusing on your higher value roles, goals, and activities. Imagine more effectiveness and less stress. Like many of our clients what you imagine can be your true experience.

Contact us today to find out how the Overcoming Overload Workshop can noticeably improve your personal and corporate effectiveness by overcoming work and information overload.

## More?

**Test your personal overload gauge:**

<http://www.nomoreoverload.com/test.html>

**90 second intro video:**

<http://www.nomoreoverload.com/media/PP/OOW-Intro/index.htm>

**Client evaluation letters:**

<http://www.nomoreoverload.com/ClientSay/Sats.html>