

Video Transcript

- Meetings are one of the most disliked parts of working in an organization. In fact, according to salary.com wasting time at work survey, 47% of people say that meetings are the biggest time waster in their day. Certainly, most meetings that I have ever been to feel badly run, and yet, meetings are unavoidable, and they can be very useful if they're done right. So, whether you're running a meeting or just attending it, this course will help you to find ways to improve the meeting for you, and, as a byproduct, for everyone else at the meeting as well. My name's Chris Croft, and before I started training people in the areas of project management, negotiating, and assertiveness, and making courses like this, I worked for years as an engineer, and then as a manager, running factories. During that time, I've been to too many bad meetings, and this is my contribution to try to make them better for you in the future. We'll be looking at lateness, distractions, phones, the bad behaviors that commonly occur in meetings, lack of progress, and lack of decisions. In fact, everything you need to know to spot and deal with the top 10 problems that happen with traditional meetings. I've also made a top 10 list for virtual meetings which is in the final chapter. So, either way, you can make your meetings great. So, let's get started.