

Time Management and Effective Meetings

Virtual Workshop

Are you spending all your time in meetings leaving no time to do your work? Do you walk out of meetings feeling dissatisfied and unproductive?

Meetings provide a valuable opportunity to collaborate, problem solve and provide clarity and direction. Effective planning and execution of your meetings can not only save you time but also improve the meeting experience and maximise the effectiveness of your meetings.

This practical, virtual workshop will support you as a leader to:

- Explore the causes of ineffective meetings and traits of a productive meeting
- Develop skills for leading meetings and improving participation
- Plan, execute and follow up meetings more effectively
- Learn hints and tips to reduce your meetings and manage your time more effectively

Sharpening Your Leadership Skills Workshops

Whether you are an emerging, new or experienced leader, our virtual workshops will equip you with the knowledge and practical tools to enhance your leadership capacity and capability.

To register use the QR code or visit our website.



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VIRTUAL WORKSHOP DETAILS

Date: Thursday 29th October 2026

Time: 10:00am - 12:00pm (AEDT)

Price: \$235*

This virtual workshop will include:

- Handouts
- Keynotes, discussions and practical tools
- Live chat opportunities to ask questions and share experiences
- **Earn up to 2 CPD points**

The workshop will be held using the Teams platform

* Group registration discount of \$35/pp for three or more participants from the same organisation. Apply the coupon code "syls35" at checkout.


**SHARPENING YOUR
LEADERSHIP SKILLS**