



## TOOLBOX MEETINGS

### EMD's Focus:

Formulating business strategy & plans

Organisational restructuring

Commercial awareness skills development

Commercialisation

Performance measurement & management

Project Management

Remuneration options

Process re-engineering and continuous improvement processes

Team based work units

Consultative and bargaining processes

360° feedback

Training and learning processes

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### WHY TOOLBOX MEETINGS?

This program is for frontline managers or supervisors who need to conduct regular meetings with staff.

The program equips people with processes for running meetings effectively, that is: within the timeframe given and with everyone focusing on the issues at hand.

### LEARNING OBJECTIVES

- Ability to run a meeting effectively
- Ability to deal with problem people
- Ability to generate focus within the team on what needs to be done

### OUTCOMES

- A forum for feedback to and from participants on how things are progressing
- Clarity of direction for the work team
- Greater commitment to team decisions

### CONTENT

- Setting the ground rules
- How to lead the meeting and how to run it
- Agendas
- Action plans
- Brainstorming
- Cause-and-effect diagrams
- Cost/benefit analysis
- Dealing with difficult situations

### ACTION LEARNING

- Case studies on leading a Toolbox Meeting have been developed for participants to role play, which will give people a hands-on feel for dealing with different scenarios and disruptive people.
- Participants will practise the use of open-ended questions to generate participation.
- The workshop also contains exercises in drafting agendas and running a meeting with a specific purpose, i.e. generating ideas.

### DURATION

1 Day

### WHO SHOULD ATTEND?

- EMD tailors the Toolbox Meetings program to suit different groups of people.
- The EMD Toolbox meeting program is recommended for Managers and Supervisors looking to improve and maximise the effectiveness of staff/team meetings.

### WHAT NEXT?

If you are interested in more information about how EMD's Toolbox Meetings Program can work for your organisation, please give us a call on +61 2 8399 0011 and ask to speak to one of our consultants.

Alternatively, e-mail us at [info@emdgroup.com.au](mailto:info@emdgroup.com.au)

We can also give you references to other organisations, whose teams have benefited from going through the program.