

# Managing Time for Effective Meetings

In this highly interactive presentation, Jim Hopkins utilizes information taken from participants in the meeting to discuss specific problems they are encountering that are preventing effective meetings within their organizations.

## Key issues covered include:

- Planning and the Use of Agendas
- Prioritizing Events & Outcomes
- Managing Participant Behavior
- Training Others to Follow Your Lead

Jim approaches the issue of conducting effective meetings from an experiential standpoint, and provides participants with specific techniques for managing the time and events for effective meetings. Whereas other programs on meeting management explain the components, Jim enables participants to take specific techniques and implement them within their organizations to see immediate results.

**Value to Participants:** Participants will leave with the ability to manage time more effectively in their own meetings, and the ability to instruct others within their organizations to implement these techniques for meetings they attend too. Participants are also given a list of key points that can be used as a daily reference of the techniques covered during the presentation.

**Length of Session:** 2-3 hours

**Speaker Fee:** Negotiable

**Materials Fee:** \$10 per participant

**Biography:** Jim Hopkins, a former CLO, is the President of JK Hopkins Consulting, a training consulting firm that focuses on Building Leaders and Empowering People through the applications of performance learning solutions. Jim has been working with organizations for 18 years that want to concentrate on the strategic aspect of the learning function and he partners with companies that want to increase productivity and retention efforts of their staff participants.

**Contact:** Jim Hopkins

[jim@jkhopkinsconsulting.com](mailto:jim@jkhopkinsconsulting.com) or (562) 544-1068



**JK HOPKINS CONSULTING**  
*Building Leaders & Empowering Employees*