

PEO-WT EVENT REPORT

The PEO West Toronto (PEO-WT) Chapter, in partnership with the Toronto Engineering Club of Speakers Toastmasters (tecstoastmasters.wordpress.com) presented:

Lead Effective Business and Engineering Meetings Workshop – September 5, 2017

Room MC331, Mechanical & Industrial Engineering Building, University of Toronto, 5, King's College Rd.

TECS invited Justin Edenbaum, P.Eng, PE(NY) to lead a workshop on how to better lead business and engineering meetings. Approximately 30 participants learned to lead meetings that accomplish goals and use participants' time and energy effectively. Justin shared many stories and examples that helped participants better understand the topic.

The Presenter:

Justin Edenbaum, P.Eng., PE (NY), an engineer and 16-year Toastmaster, has attended and led many meetings. Out of total frustration from sitting through – and maybe leading – too many boring meetings that lacked purpose and control, Justin researched how to conduct meetings properly.

Topics Discussed:

The workshop covered several key aspects of how effective meetings are run, starting with effective preparation. The preparation phase starts with a purpose statement to guide how the meeting should be structured – different types of meetings are more effective depending on the number of people present, and the types of decisions required, if any.

The presentation also covered important aspects of facilitating a meeting as it is running, including how to deal with disruptive participants, unexpected topics being raised, and how to take effective notes.