

# Supercharge your Meetings: Maximise Productivity and Engagement

FREE TASTER ONLINE SESSION  
FOR HR & TRAINING PROFESSIONALS

Most managers spend 35-50% of their working time in meetings, yet almost half of people feel these meetings actually **stop** them making progress on their work! This is not a sustainable way to run a business.

## *Isn't it strange that we don't get taught how run effective meetings?*

With increased awareness of the potential pitfalls of poor meetings and learning new techniques for running more impactful online and offline meetings, you will be able to get more done in less time.

Every meeting presents an opportunity to do things differently to increase productivity, satisfaction, and engagement. This interactive and fun session will guide you through some actionable steps you can take to improve your online and face-to-face meetings.

## **Session Outcomes: You Can**

- Evaluate your current meetings using clear criteria to enhance their value and effectiveness.
- Articulate the core aspects of meeting design, facilitation, and technology, and understand how they impact efficiency and engagement.
- Implement at least one new practice to improve your meeting rhythm.



Date:

**Wednesday  
25<sup>th</sup> SEPTEMBER**

Time:

**UK: 09:00-10:00  
China: 16:00-17:00**

Online:

**Zoom**

Language:

**English**

Facilitator:

**Richard W.**

Contact:

**Wren.pan@clarkmorgan.com**



**Registration**

# TRAINER PROFILE

## Richard W.



**Nationality:** British

**Languages:** English & Mandarin

**Training Focus Areas:**

- Leadership
- Business Acumen
- Adaptive Strategy
- New Ways of Working
- Organization Design
- Facilitation

*“Richard stands out because he not only brings creative ideas to the table, but also makes sure they’re put into action. He has a real talent for understanding people and navigating cultural dynamics, which made our sessions incredibly impactful. His genuine care and ability to connect with everyone helped us turn challenges into opportunities, all while keeping the team motivated and engaged.”*

Richard specialises in driving sustainable team performance by refining the way individuals, teams, and organisations operate. With a strong focus on Leadership and Organisational Design, his approach places people at the centre of the process, empowering teams to achieve more in less time by adopting new ways of working.

Clients often describe Richard as insightful, refreshing, and dynamic—bringing a balance of incisive analysis and innovative thinking to guide teams toward sustainable success, improving business performance and building healthier, more effective team cultures.

- MSc Occupational Psychology
- Certified BPS Psychometric Test User
- 15 years of international facilitation experience: China, USA, UK, Singapore, Thailand
- High profile clients like Johnson & Johnson, Coca-Cola, VW & Penguin Random House



## ClarkMorgan Limited

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