



## HOW TO PLAN, MANAGE AND DELIVER EFFECTIVE MEETINGS

### Key Focus Areas

- Why Have Meetings
- The True Cost of Meetings
- When is a Meeting not a Meeting
- How to Start a Meeting
- Notes, Feedback and Contact Reports
- The Dark Art of Facilitation
- The W.A.I.T Method to ensure relevance
- Meetings and Food
- Time Management
- The Priority Matrix
- Virtual Meetings

### Webinar Duration :

- 2-3 hours – to include:  
2 x 50 mins content sessions  
15 minutes comfort break.  
15 mins Q&A

### Other Formats Available:

- 1 hour “work out”
- In person – 1 Day

### Bespoke Content

- Bespoke organisational content can be added – Please Enquire

### Who Should Attend

- Anyone who wants to ensure their business meetings are well-planned, relevant, hard hitting and best use of everyone’s time and resource

### What’s Included

- Facilitated Content
  - 1 or 2\* Dedicated Facilitators
  - Follow Up PDF ‘*Postscript*’ notes
- \* 2 facilitators over 20 persons

### Budget For Webinar Delivery

- £75 / Person
- £250 set up Fee
- Min Budget £500
- All prices excl Vat

### Other Format Budgets

- Please Enquire
- Min Budget £500
- All prices excl Vat

## MAKING CUSTOMER MEETINGS MATTER