

Meeting — Advantage

TOOLS FOR HIGHLY
EFFECTIVE COMMUNICATION



TAKE YOUR BUSINESS COMMUNICATION SKILLS TO THE NEXT LEVEL

Meeting Advantage



“When a team becomes more aligned, a commonality of direction emerges, and individuals’ energies harmonize. There is less wasted energy. In fact, a resonance or synergy develops, like the coherent light of a laser rather than the incoherent and scattered light of a light bulb.”

—Peter Senge

▶ OUTCOMES

FranklinCovey's Meeting Advantage Workshop

1. Individuals learn how to initiate, plan, and define the meeting's purpose.
2. Individuals develop skills for effectively managing a productive meeting.
3. Individuals learn how to implement effective follow-through and produce results.

Challenge:

Do your organization's meetings effectively bring teams together to propel your business forward?

In many organizations, employees spend up to 40 percent of their time preparing for and participating in meetings. As a result, it is mission-critical to your organization that meetings be productive and profitable. With poor planning and unclear agendas, meetings lose focus and strain resources. This sets a stage where people show up late for meetings or leave early, no one takes the lead, decisions are delayed, and worst of all, people don't take action after the meeting.

Effective Meetings Propel Your Organization Forward

Ineffective meetings can swallow up time, energy, and most important of all, money. The trouble is that meetings are a key component of day-to-day business. In order to propel your organization forward, meetings need to be prepared effectively, proceed productively, and end with a clear plan of action. With the right training and skills, you can ensure that meetings will be followed through with the kind of commitment and accountability that improves interpersonal skills and increases productivity.

The Solution:

The FranklinCovey *Meeting Advantage* Workshop

In a business world driven by results and performance, you have to make meetings work to your advantage. FranklinCovey's *Meeting Advantage* workshop teaches you how to plan effectively by frontloading before a meeting, focusing productively during the meeting, and following through successfully after the meeting. When your meetings are relevant and tightly focused, you can navigate all of the challenges your business faces.

Whether it's managing a large project across teams, improving communication, or addressing difficult situations, you can give your employees the skills to increase accountability and productivity. This workshop is based on proven principles of effective communication and is designed to sharpen the written, verbal, and interpersonal skills of each member of your organization, building a solid foundation of organizational excellence.

The FranklinCovey *Meeting Advantage* workshop is taught as a one-day, facilitator-led program where participants will learn how to:

- Use the "Meeting Focus" tool to define mission-critical data.
- Practice the steps to frontload high-focus meetings.
- Select appropriate meeting methods to accomplish objectives.
- Develop and use meeting ground rules.
- Use the "Meeting Advantage Planner" to time-activate follow-through.
- Review the meeting for improvements.



Frontload

Focus

Follow Through

Focused meetings don't just happen; they are the result of a well-designed process that includes the following steps: Frontload, Focus, Follow Through. This three-step process serves as an outline for the entire workshop. Use it to get an edge—a meeting advantage.

Give your team members the knowledge and tools they need to take your business communication skills to the next level.

For more information about FranklinCovey's *Meeting Advantage* workshop, contact your FranklinCovey Client Partner or call +632.817.2726. You can also visit www.franklincovey.ph.

