



WorkingSm@rt® IN Meetings

Who Should Attend:

- Workgroups and teams; including managers, technical and sales professionals, supervisors, administrators and project leaders who currently conduct or attend meetings.

What to Expect:

- Meetings designed to provide value for time invested, using processes applicable to your business
- Group and individual activities that incorporate focused planning, identifying the right resources, agenda creation biased for the right outcomes and continuous improvement

Format:

- Half-day instructor-led session
- 4-hour web-based virtual classroom sessions

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Enrollment in our monthly LearningLink e-newsletter

At a Glance

How much time do you, your team, your company spend in meetings? Are your outcomes worth the cost? Are your meetings ON TIME, ON TRACK, ON PURPOSE? This powerful, hands-on workshop is designed to give participants a practical process to ensure desired results. Learn not only how to plan, organize and run a successful meeting but also how to get the most out of the meetings you are required to attend.

Immediate Benefits:

- A “business planning” approach to meetings
- Action biased agenda with clear goals and accountable results
- Participants prepared and ready for discussions/decisions/actions
- Facilitate through meeting pitfalls, staying on time and on track
- Quick and effective process to evaluate meetings for continuous improvement

Priority®

A Better Way To Work

For more information and to see how Priority Management can help you work smarter, contact us at:
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