



TARGET GROWTH AREAS

- Group And Team Alignment
- Organizational Focus
- Results Over Process
- Agenda And Purpose
- Intelligent Time Management

IF RUN CORRECTLY, MEETINGS SHOULD CREATE OPPORTUNITIES TO:

- Empower participants and build teams
- Align strategy and execution
- Save money and prevent mistakes
- Build (and rebuild) relationships
- Share knowledge and vision (vs. benign data dumps)
- Resolve conflict and diffuse tension
- Gather creative and innovative ideas
- Positively represent company and facilitator's leadership influence to external clients

WHAT CLIENTS SAY

"It is amazing how a seemingly basic business practice can have so much impact on productivity. I would not hesitate to recommend this training to any sized company."

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RESULTS-BASED MEETINGS

Results-Based Meetings is a two-day workshop created to increase business results within a shorter period of time. It includes hands-on practice of proven tips and approaches to strengthen interactive discussions and decision-making. Follow-up accountability assignments are instrumental for transitioning this program from baseline awareness to observable participant improvement.

TARGET AUDIENCE AND GROUP SIZE

Supervisors, team leaders and those in management positions seeking tangible tools for running results-based meetings with clear outcomes. Group size can range from 12-16 participants.

PARTICIPANT BENEFITS

Walk away better able to:

- ✓ Identify critical, tone-setting rules of engagement for respect and team unity
- ✓ Utilize helpful meeting preparation sheets and checklists
- ✓ Measure your meetings against proven successful meeting ingredients
- ✓ Practice opening and closing a meeting with candid peer & instructor feedback
- ✓ Implement questions which engage meeting members and keep them accountable
- ✓ Confront distracting and negative individuals directly and diplomatically

ACCOUNTABILITY & MEASUREMENT

Check-points to elicit positive change include group presentations and meeting skills application by all participants with peer and instructor feedback. Assignments between Days 1 and 2 reinforce accountability and inspire continued progress after the training.

PROGRAM SCHEDULE

Results-Based Meetings is a two-day course, running from 8am until 4pm, with up to 4 weeks between session days for application and practice time. This designed spread between Days 1 and 2 allows participants to consistently run tight and focused meetings beyond this program.

HIGH INTERACTION

Adults expedite growth by being involved, applying skills and learning from both the consultant and their peers. This course is highly interactive, provides practical approaches for every day meeting use and crosses over to help meeting facilitators become stronger leaders.

PROGRAM INVESTMENT

\$17,000 plus necessary travel expenses and accommodations to secure training location(s). Program includes workbooks for all participants.