



Are you equipped to manage?

Are your meetings managed effectively?

Meetings. Prepare effectively before, participate productively during, and perform successfully after.

To get ahead in today's competitive business world, it is absolutely essential to ensure that the communication skills of your people are up to par. Whether managing meetings internally, or writing and presenting outside, effective communication may well be the crucial factor that determines your success. The FranklinCovey Advantage Series, based on proven principles of effective communication, gets your people on the right track to communicating effectively.

Meeting Advantage™ shows how your people can improve the quality, effectiveness and results of any meeting—saving you time, money and energy.

PRINCIPLES
FOR LIFE

 FranklinCovey.
Organization Services

ADVANTAGE SERIES: MEETING ADVANTAGE™
Making Meetings Matter

THE FRANKLINCOVEY CURRICULUM



1

Frontload

Prepare effectively for a meeting—define the overall goal, establish action items and follow-through steps, and identify team members and their responsibilities.

Learn to use the Meeting Focus tool to define mission-critical data.

2

Focus

Participate productively through brainstorming, prototyping, and using other discovery and problem solving techniques.

Understand your role as a meeting leader, participant, or discussion facilitator, and develop vital people skills to maintain positive momentum.

3

Follow Through

Perform successfully after a meeting by defining tasks to be performed, securing commitments from those assigned to a task, set expectations and deadlines, and review the meeting for improvements.

TRAINING MODEL

Improve decision-making and problem-solving with effective meetings.

Meeting Advantage™ is an interactive, hands-on course that imparts the techniques and processes that produce successful, results-oriented meetings. Your people will learn how to establish a set of quality meetings standards that ensure successful meetings every time.

Meeting Advantage™ will ensure that meetings are followed through with commitment and accountability that improves interpersonal skills, increases productivity and impacts results dramatically.

TRAINING BENEFITS

- Plan effective meetings using the Meeting Planner.
- Select the right meeting strategy.
- Dramatically cut meeting time for improved productivity.
- Build up team relationships.
- Lead problem-solving sessions effectively.
- Deal effectively with meeting wreckers.
- Develop systematic follow up action on items discussed.

WHO SHOULD ATTEND

Meeting Advantage™ is essential for people from all organizational levels.