

Get more value from your meetings

YOUR INVITATION TO A 1.5 HR MODULE; "FOUNDATIONS OF EFFECTIVE MEETINGS"

In this interactive workshop, you'll learn to how to plan and run effective meetings that deliver tangible outcomes – every time

In many work places, there are too many long drawn out meetings, with too many people that go on for too long and achieve too little. Research of 2,500 people across 40 organisations shows that less than 50% of the potential value of meetings is achieved. Learn to run more engaging and productive meetings, and improve the impact of your meetings to get more value from the time, effort and money invested.

Take home value

- Learn 3 foundations of effective meetings
- Practical tips and techniques to run better meetings
- Commit to at least one practical improvement action
- Consider whether you like the idea of the FAST system for your business



Date: Wednesday, 30th November 2011

When: 8.30 sharp – 10.00 am

Where: Level 3, 50 York Street, Sydney

Group: Maximum 12 people so RSVP quickly to reserve your place

Deposit: A deposit of \$ 59.50 is required to secure your booking

Refund: A refund of \$ 59.50 will be made upon your attendance

Registration: Register at <http://fastmeetings.eventbrite.com>

"FAST Meetings helped us to understand the different purposes of our meetings and put in place powerful structures to deliver the intended outcomes. We have more focused meetings as a result and this helps us drive a highly effective sales process with clients."

Craig Aspinall, Institutional Sales, Macquarie Bank

"The FAST Meetings workshop was energetic and motivating and provided practical tools for our staff to improve meeting efficiency and productivity. The FAST Meetings approach is contemporary, and relevant for any organisation looking for innovative ideas to inspire staff."

Dr Nigel Lyons, Chief Executive, Hunter New England Health

"A simple and effective meeting strategy delivered in an engaging way with common sense tools that any business may deploy immediately and see results.. A thoroughly enjoyable and useful session."

Elizabeth Woodgate, Business Owner, Ongoing Concern



ABOUT FAST MEETINGS

FAST Meetings' skilled and knowledgeable Meeting Specialists help people of all-sized organisations to dramatically increase the return on investment of every meeting.