



More value from meetings

Training workshops Half day and 1 day Workshops
or Interactive Conference workshops 1 – 2.5hr Workshops

COURSE OVERVIEW

Get more value from the meetings in your organisation.

In most work places, there are too many long drawn out meetings that deliver too little benefit and achieve nothing. 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 change your meeting culture to get more value from meetings.

Our practical workshops give you easy to use tools and innovative methods to make immediate improvements to these types of meetings

- » Management meetings
 - » Staff meetings
 - » Team meetings
 - » Board meetings
 - » Sales meetings
 - » Project meetings
- » Face to face
 - » Teleconferences
 - » Video conferences

WHO IS THIS FOR?

If you spend more than 4 hrs per week in meetings and want to get more value for the time you are investing this training course is for you.

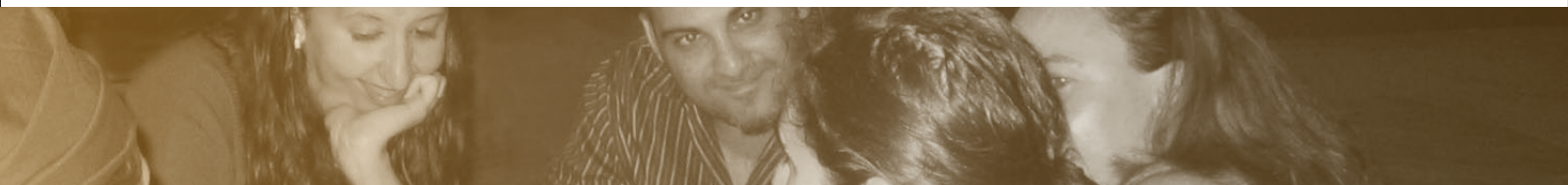
WHY ATTEND?

You'll be able to increase the value of your meetings, learning how to

- » Measure your meeting effectiveness
- » Understand the ROI of your meetings
- » Sharpen the purpose of all meetings
- » Ask powerful questions for higher quality conversation
- » Use effective processes to guide group dynamics
- » Orchestrate more transparent decision making
- » Strengthen commitment to follow through
- » Add value as a participant as well as a meeting leader

"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 relevant for any organisation looking for innovative ideas to inspire staff."

Dr Nigel Lyons,
Chief Executive,
Hunter New
England Health



WHAT'S INCLUDED?

Workshops combine interactive learning with easy to use tools and methods.

Modules include

- » What Makes a great meeting – measuring meeting outcomes
- » The business case for better meetings – using the Meeting ROI calculator
- » Meeting health check – 3Ps meeting diagnosis; Purpose, Process, People
- » A good meeting is a FAST Meeting – the four stages of great meetings
 - » **Framing** – a tool to help you kick off meeting well every time
 - » **Awareness** – questions and processes that generate insight and participation
 - » **Solution** – how and when to orchestrate decision making and prioritisation
 - » **Traction** – increasing the likelihood of follow through and action
- » Being a valuable participant – how to add value when it is not your meeting
- » Guiding and engaging people – create robust & energising meeting dynamics
- » Key learning actions – a plan to make changes one step at a time

Training is tailored to your organisation

group size:

» Training
10 – 20

» Conference
20 – 200

Designed for public, private and not for profit sectors.

THE FAST TEAM

A workshop leader is selected for you from our team of experienced Senior Facilitators



David Pointon
Sydney based



Deb Dalziel
Melbourne based



Peter Hartman
Adelaide based

“FAST Meetings helped us to understand the different purposes of our meetings and put in place powerful techniques and 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**

100% money back guarantee

Get a **full refund** if not completely satisfied.
Our workshops will **more** than pay for themselves.

To book a workshop or for more information please contact
Phone **61 2 9502 2022** or email **info@fastmeetings.com.au**