



# Successful Meetings Quickstart

This program is for teams who know they need to make meeting improvements and want a fast, effective way to get started

## What the Quickstart Program Delivers

*The Successful Meetings Quickstart Program includes everything a team needs to:*

### **Evaluate current meetings, identify areas for improvement, and measure results.**

Participants evaluate their existing meetings using science-backed success criteria.

### **Learn the science and practice of effective meetings.**

Participants will learn research from neuroscience, behavioral economics, and team performance, and how high-performing companies like Amazon and Pixar ensure their meetings get results.

### **Establish clear expectations for meetings going forward.**

Participants jointly create new meeting agreements they'll use to guide their own meeting performance throughout the program.

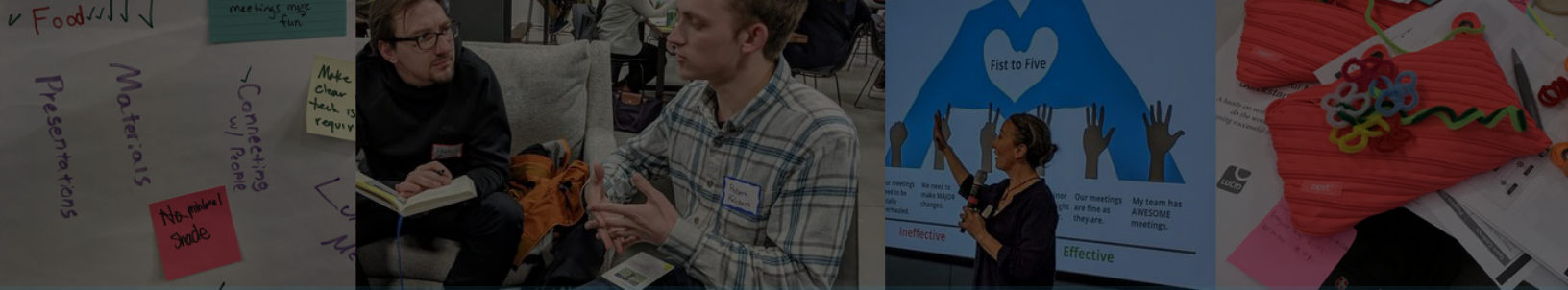
### **Design the specific meetings they need to run to achieve their goals.**

Participants create meeting flow models describing exactly which meetings they need to run in order to achieve their goals. They then cancel unnecessary meetings so they can focus on improving the important meetings they need to run.

### **Gain the skills and practice to design and run those meetings successfully.**

Working in small teams, participants create a meeting template that they can use to run an excellent meeting going forward. Each team designs a different meeting, then shares these designs for the whole group to use.

*"We came up with actual solutions. I feel like many programs talk at us for hours about tools, but we don't get to apply what we learn and work through issues. By having time to apply techniques and work through problems, we came away with actionable steps." -Quickstart participant*



## Program Content

### Initial Evaluation

Work with our experts to discuss your needs and identify opportunities to customize this program for your team. Then, get a report of the "before" state of your team meetings using our Meeting Performance Maturity Assessment model.

### The Successful Meetings Quickstart Workshop

*Delivered as an onsite workshop or a series of live virtual workshops*

In this in-person workshop, you will:

- Uncover what does and doesn't work in the way you meet today.
- Make new agreements about how you'll meet moving forward.
- Outline the key meetings the team needs to run well to achieve your goals.
- Get hands-on practice with simple meeting techniques you can use going forward.
- Identify practical next steps and owners who will implement your team's new agreements.
- Create measurable adoption targets and commit to a date for assessing results.

### Enrollment in the "Essential Skills for Effective Meetings" Online Course

Build on the momentum created in the workshop and ensure your team has the practical skills they need to get results by enrolling meeting leaders in this practical on-demand course. Teams design a custom meeting template as the final project in this course.

### Six Live Momentum Sessions

Each 60-minute live session provides opportunities for hands-on practice and Q&A with our meeting experts, who provide directed solutions to your unique meeting challenges.

### Post-Program Evaluation and Reporting

Get a report of the "after" state of your team meetings using our Meeting Performance Maturity Assessment, plus our and your team's observations from throughout the program.

*"We talk about culture all the time, but we've never known what to do about it. Now I know." -Quickstart participant*

*"Really made me think. I thought that I ran good meetings—I have a long way to go!" -Quickstart participant*

## Pricing

\$895 USD per participant + travel. Minimum 10 participants.

## Program Duration and Time Investment

The Program takes three months to complete.

Participants have the opportunity to engage through live workshops, course work, and group calls. Participants also apply what they're learning to every day business meetings, giving each one many opportunities to practice and refine what they're learning throughout the program.

**Ready to get started?**

Contact Tricia Harris at [tricia@lucidmeetings.com](mailto:tricia@lucidmeetings.com) or 410.812.8212

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