



“If you have no will to change it, you have no right to criticize it.”

-Mark Twain

THE ART OF COLLABORATIVE MEETINGS[©]

HOW TO CREATE CONSENSUS DECISIONS THAT LEAD TO ACTION AND RESULTS

Reduce your meeting time by 25% while improving quality and follow-through.



MEETING WORKSHOP PURPOSE

Improve Meeting Process

- Provide collaborative tools and skills for planning and facilitating team meetings that lead to consensus decisions and post meeting actions and results.

Improve Team Performance

- Improve the ability of a team to collaborate and contribute to higher quality decisions which improve team and business performance!





MEETING WORKSHOP OUTCOMES

- 1 Understanding of how to prepare for successful meetings.
- 2 Understanding of the requisite skills and tools for facilitating collaborative meetings that achieve consensus decisions.
- 3 Understanding of the skills and tools required to close out your meetings in a way that better assures the implementation of decisions.
- 4 Successful experiences in applying the meeting facilitation skills and tools.
- 5 Understand how to respond to challenging behaviors in your workshop.



LAUNCH

MEETING WORKSHOP AGENDA

Topic	Start Time	Duration
Opening / Start-Up (Includes 10 min break at end)	8:00	90 min
Module 1: Foundation (Includes 10 min break at end)	9:30	90 min
Module 2: Prepare	11:00	60 min
Lunch	12:00	60 min
Module 3: Collaborate (Includes 2 – 10 min breaks – middle and end)	1:00	120 min
Module 4: Implement (short break between topics)	3:00	60 min
Wrap-Up	4:00	60 min
Dismiss	5:00	

3 DISTINCTIVE STAGES TO A SUCCESSFUL MEETING



Prepare
'Proper
Planning'



Collaborate
'Figuring It Out
TOGETHER'



Implement
'Get It Done'



THANK YOU!

Contact Michael Marshall for additional information.

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