

# The Effective Meeting Results Program

Make EVERYDAY MEETINGS a source of POWERFUL BUSINESS RESULTS



Your Teams



Our Training, Tools and Software

Consistently Excellent Meetings

Phase	Includes	Deliverables and Organizational Benefit
<b>1. Assessment</b>	Benchmarking and data collection • Meeting observation • Stakeholder interviews • 2-day meeting design workshop • Report on findings.	<b>Assessment Report</b> detailing the <b>strengths, weaknesses and underlying narratives of</b> your current meetings and where to start the design process. Meeting design training for up to 25 team members. <i>“We had no idea how much our unproductive meetings were costing us.”</i>
<b>Checkpoint</b>	Subsequent phases are optional. Cost is based on the scope determined following the assessment.	
<b>2. Design</b>	Template Design for Priority Meetings • Lucid Meetings Enterprise Setup & Training • Train-the-Trainer Workshops	Lucid Meetings Enterprise has configured a set of <b>customized meeting templates</b> that take the guess-work out of meeting planning and a <b>state-of-the-art meeting platform</b> that provides a reliable structure for managing meetings and measuring progress. <i>“This system replaces improvisation with focus and structure.”</i>
<b>3. Implementation</b>	Ongoing meeting facilitation support, consultation calls, meeting design refinement • Support for an Internal Facilitation Team	Teams receive <b>hands-on support and coaching</b> to ensure that they integrate the new tools and facilitation skills into the fabric of every meeting. Together, we make sure meetings continuously improve as teams learn what works best in your business. <i>“Our leaders are really stepping up their game.”</i>
<b>4. Mastery</b>	Ongoing Consultation Calls • Quarterly Re-Assessments.	<b>A system of monitoring and evaluation tools and meetings</b> allows teams to continuously assess and improve their meeting effectiveness and supports senior management to track key metrics. <i>“Excellence is the new normal.”</i>