



better meetings every time

SMART MEETINGS

Powered by OneSmartWorld®

The Problem With Meetings

We've all been to them – boring, unproductive, extra-long meetings. Sometimes it seems that our businesses spend more time meeting about work, than working!

Studies across North America back up what those in business already know – bad meetings are constraining our effectiveness and efficiency. A recent survey of the global firm 3M found that as much as 50% of meetings were unproductive and a “waste” of time. Another study, conducted by the University of Southern California, found that the average meeting has no written agenda and completes its objective only 50% of the time.

The Power of Smart Meetings creates productive meetings that increase engagement, cut meeting times and costs, and leverage the intelligence of all participants.

Cut meeting time and costs by 20% - guaranteed!

Smart Meetings Results

- Cut time spent in meetings by at least 20%, with no loss of productivity
- Run meetings that engage and inspire all participants
- Achieve meeting objectives each and every time
- Turn meeting outcomes into an action plan that gets work done
- Make more - and better - decisions
- Increase participation, consensus and buy-in



Smart Meetings: A part of the *Power of Smart* series

The OneSmartWorld® Solution is focused on driving organizational results, productivity and innovation by tapping into the unrealized potential of your human capital.

Discover how to build a more powerful, collaborative and high performance culture today!

Smart Meetings Overview

Target Audience

- Anyone who leads, plans, or participates in meetings.
- Teams that work closely in frequent meetings

Duration

- One day

Learn How To:

- Recognize and avoid the most common meeting pitfalls
- Master the critical success strategies of great meetings
- Build outcome-based meeting agendas
- Run meeting that keep teams on track, on time
- Calculate the real costs of meetings



PARTICIPANT KIT

Your Smart Meetings blended learning package includes:

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Software & Online Support
 The 4 Dimensions Inventory Online System for Success
 Smart Agenda Maker Software (SAM)
- 
Print Materials
 Smart for Life Book
 Smart for Life Primer
 Smart Meetings Primer
- 
Durable Job Aids
 Smart for Life Bookmark
 Smart Meetings Voting Card



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