Smarter Meetings
NEW SKILLS FOR LEADERS, PROJECT MANAGERS AND TEAM FACILITATORS

At a Glance
- 1 day modularized workshop for 6 to 200+
- A game changer – transform how to plan and run meetings
- Embed in leadership, project manager and new manager training
- Available live or live online
- Delivered by a OneSmartWorld Certified Facilitator

What Participants Get
- One year access to two online toolkits – the 4D-i® and SAM
- High engagement skill building experience
- Personalized 24 page 4D-i® Professional Development Portfolio report
- Workbook, Smarter Meetings e-book and job-aids

Workshop Agenda
Module 1 LEARN: The Core Strategies of High Performance Thinking and Problem-Solving
- Increase creativity – the six strategies
- Deepen understanding – the six strategies
- Improve decision-making – the six strategies
- Strengthen personal spirit – the three strategies

Module 2 DESIGN: Collaborative Meeting Agendas
- The Smart Track process method for meeting success
- How to use SAM/Smart Agenda Manager to design collaborative planning and problem-solving meetings
- Applications to self management, one on one conversations, team meetings

Module 3 EXPAND: Skills in Agility, Versatility and Adaptability
- Build personal agility and versatility to adapt in the moment
- How to improve meeting communication and collaboration skills
- How to manage and adapt in all phases of team problem-solving and decision-making

Module 4: LEAD: Smarter Meeting Facilitation Skills
- How to introduce the smarter meetings system to teams
- How to use rules of engagement to set and maintain norms, manage conflict and ensure psychological safety
- How to facilitate better group buy-in and decision-making

Outcomes
1. Increase engagement, reduce time wasted in meetings, get more done
2. Install one common language to help different people get onto the same page, improve communication, problem-solving and decision-making
3. Master the online SAM toolkit to design effective outcome-based, planning and problem-solving agendas, using disciplined step-by-step group processes
4. Improve leader effectiveness in one-on-one and team meetings
5. Transform meeting performance and productivity.

“When face-to-face time is at a premium and every minute is valuable, I don’t know of any other tool that helps people align their thinking processes so efficiently and effectively.”

Smarter Meetings: New Skills for Leaders
This high engagement skills workshop delivered a 558% return on investment to WestJet, reducing time spent in meetings. It will transform how people in your meetings plan, problem solve and work together. Guaranteed.

In this fast paced workshop, people will
- Learn how to use one common language, skillset and toolkit to make meetings work smarter
- Improve skills in agility, versatility and adaptability to work with different people, on different tasks and in different teams
- Master new methods and tools to accelerate team and meeting productivity
- Develop new skills to lead collaborative problem-solving meetings

All participants complete the OneSmartWorld online 4D-i®/4Dimensions Inventory prior to the workshop.

Learn how we can help you and your organization achieve your goals, please contact us:

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