

# The Perfect Meeting

A 3 part training series just for you!

## Gathering People Together

It is a gift and when you have **the floor** and **attention** of a group: **your voice matters** just as much as the content at hand. What exactly are our roles in meetings? What do we do when someone is not engaging in our meeting that we have so carefully planned?

## WHAT

**3 part training series** to review and revamp how to conduct, plan & prepare, and follow up on specific types of meetings. (Steering Committee, Planning, Technical Checkup etc.)

## HOW

### PART

#### ONE

**The perfect meeting:** is it worth it? (4 hours)  
**Purpose and Preparation:** this is not intuition!  
**Including:** Mutual Trust and Respect (MTR), timing, risk assessment.

### PART

#### TWO

**The perfect meeting:** simulation (4 hours)  
**Including:** Expect to Deliver: creating the right ambiance, 7 checkpoints, Value Engineering, and more!

### PART

#### THREE

**The perfect meeting:** feedback and follow up (4 hours)  
**Including:** sending follow up notes, summarizing, worksheet content creation, motivating teams  
**Every meeting has a cost:** let me guide you through better communication and reaching the desired outcomes of your meetings.

## WHO

New project managers, middle managers or teams struggling to **communicate more effectively** and **reach a level of clarity** in delivering a specific message to others.

## WHEN

**Now!** On your premises or location of choice. Feel free to contact me today by email, phone, Zoom or Messenger!

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**GET POSITIVE LEE WITH ME!**

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