



# Light the Way to Meeting Success!

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Enlighten your company with straightforward steps to a more effective meeting



company in Dallas, Texas, will achieve these goals through a workshop, "Light the Way to Meeting Success," which teaches a systematic curriculum.

## Introduction

A great opportunity exists for organizations to improve meeting efficiency. There are approximately 11 million meetings everyday in the United States. Meetings accomplish most business. Lack of a clear agenda, lack of 100% engagement by all participants, and lack of decisions are common problems plaguing most meetings. Biss Enterprises, a human resource support

## Project Description

The purpose of this workshop is to make meetings more effective through increasing productivity and efficiency. The curriculum addresses three main areas that include meeting preparation, presentation, and follow-up. Within these areas there are 11 steps which are: determine the purpose, schedule the facilities, send out invitations, assign meeting roles, create an agenda, send a reminder, set up the meeting area, hold the meeting, take down the meeting area, distribute the meeting minutes, and carry out the actions assigned during the meeting.

Biss Enterprises will begin this workshop with a kick-off luncheon for all employees. This luncheon will spotlight corporate comedian David Glickman, who will brighten the day with colossal laughs and song parodies while driving home the importance of effective meetings. The kick-off luncheon inspires all company employees to look forward to the changes the workshop will bring to internal meetings.

The workshop itself consists of a two-day program for department supervisors and upper level management. The first day covers the preparation of internal business meetings and the second day covers meeting presentation and follow-up.

## Measures of Success

In order to measure the success of the workshop, Biss Enterprises conducts two surveys. The participants take the first survey at the conclusion of the workshop to gather information gained through the actual teaching of the 11-step process. The second survey, given two months after implementation, points to strengths and flaws in the workshop.

## Conclusion

The benefits of this workshop will include increased productivity, participant moral, organizational communication, and problem solving speed. This workshop will change the way business communicates, making companies succeed in every possible way.

Steps to meeting success:

- Preparation
- Presentation
- Follow-up



*"If you are failing to plan, you are planning to fail."*

— Tariq Siddique,  
Yahoo Account Manager

Areas addressed:

- Meeting purpose
- Facilities
- Roles
- Agenda
- Presentation
- Minutes

Company benefits include increased:

- Meeting productivity
- Participant morale
- Organizational communication
- Problem-solving speed

## TIRED OF BORING MEETINGS THAT ARE A BIG WASTE OF TIME?

If the answer is "Yes," we can help!



Corporate Comedian David Glickman will brighten your day with colossal laughs and song parodies.

Come to our workshop kick-off event:

- Enjoy lunch
- Win door prizes
- Laugh with comedian David Glickman

Learn how you can develop skills to plan and prepare for effective meetings.

Who: All employees  
When: Friday, March 5, 2010 at 1:00  
Where: Grand Conference Center  
Contact: Tarsha Gibson, Ext 2456

 Light the way to meeting success!

Promotional Flyer