Amazing Meetings

ONE OF THE BIGGEST COSTS TO AN ORGANISATION IS IT'S MEETING SCHEDULE.

Have you ever tried to calculate what it costs to run an inefficient meeting? It wouldn't be easy. Let's see, we've got people's salaries, lost business opportunities (all that stuff that doesn't happen while people are at meetings and not at their desk), the cost of decreased morale, time spent complaining about meetings that waste time, decreased trust, goodness the list goes on and on. Meetings are a very useful communication process, when they are productive and serve a purpose.

If you would like to see your meeting processes become more dynamic, more productive, more focussed, in short more amazing, then read on...

We take meetings seriously and we are serious about helping you to refine your processes to ensure that your meetings are making you money, not costing you money. We can look at:

- *Do we really need a meeting (defining the purpose)?*
- *Optimal days/times and duration.*
- *Identifying who needs to attend.*
- *Does everybody have to attend entire meeting?*
- *Constructing and distributing a meaningful agenda.*
- *Starting and finishing on time.*
- *Maximising the meeting process.*
- *The role of the chair person.*
- *The role of the minute taker.*
- *Enforcing accountability.*
- *Alternatives to meetings.*
- *Incorporating a regular review and refinement strategy.*

Keen to know more?

Contact Joan at JwJ Consulting now for more information and a competitive quotation.

All sessions are fully customised to your needs.
Session duration can be anything from 1 hour to 4 hours

Joan Wilson-Jones B.A (ACS). M.Ed. (A&WE) brings a wealth of practical experience supported by years of relevant study to this information session. She absolutely knows that her approaches work because she uses them herself every day! Joan's sessions are fun, filled with real evidence based information and offer a host of practical strategies that truly are life changing.

JwJ CONSULTING
ABN 47 764 981 360

Joan Wilson-Jones B.A. (ACS), M. Ed. (A&WE)
M: +61 **0402 473 173** T: +61 7 **3425 2067** E: Joan@jwjconsulting.com **www.jwjconsulting.com**