
Planning Meetings Fit for Purpose

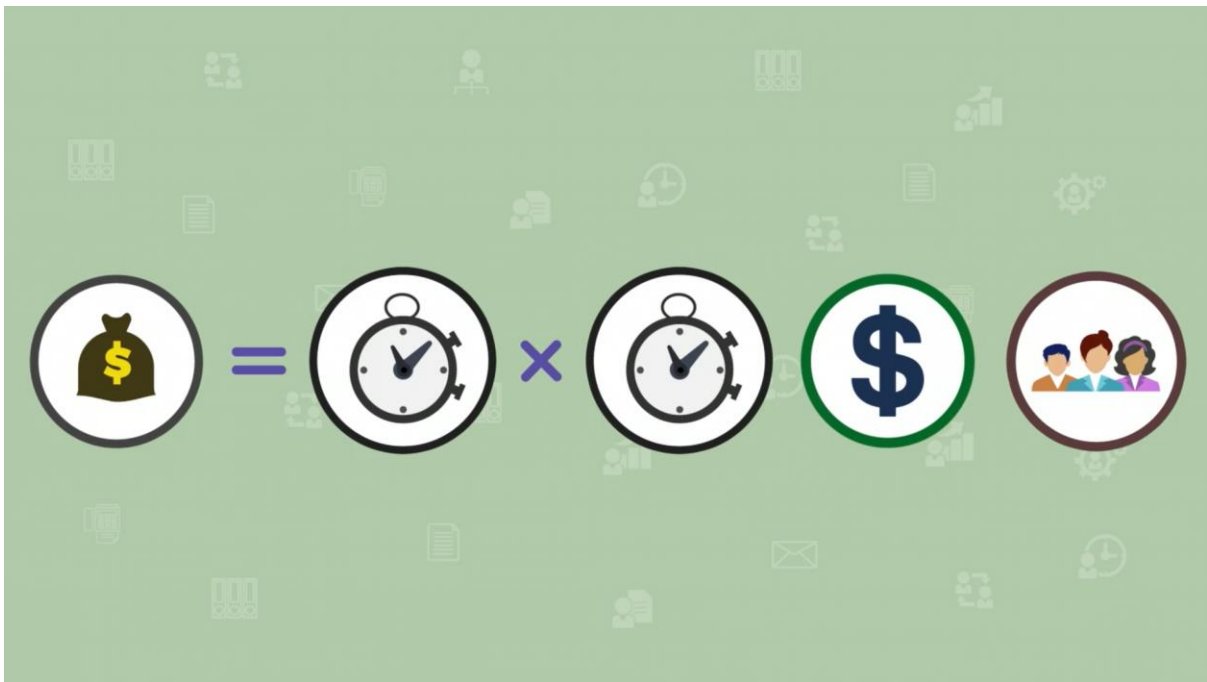
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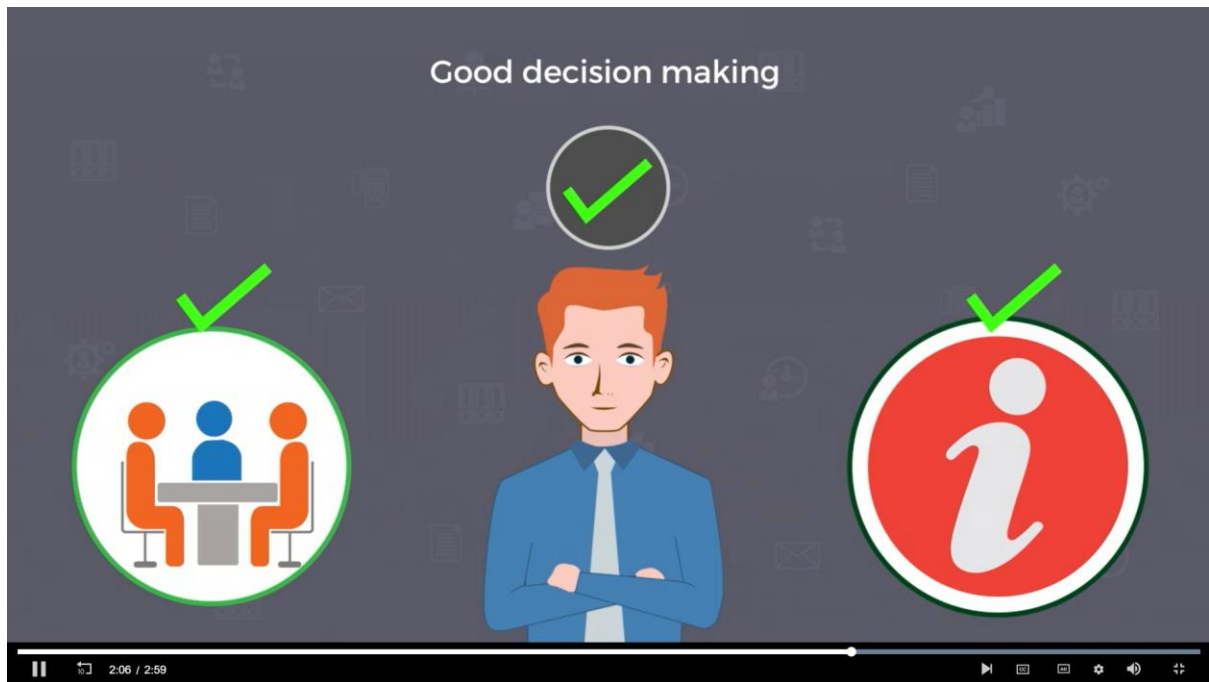
Why Planning Meetings Beats Winging It

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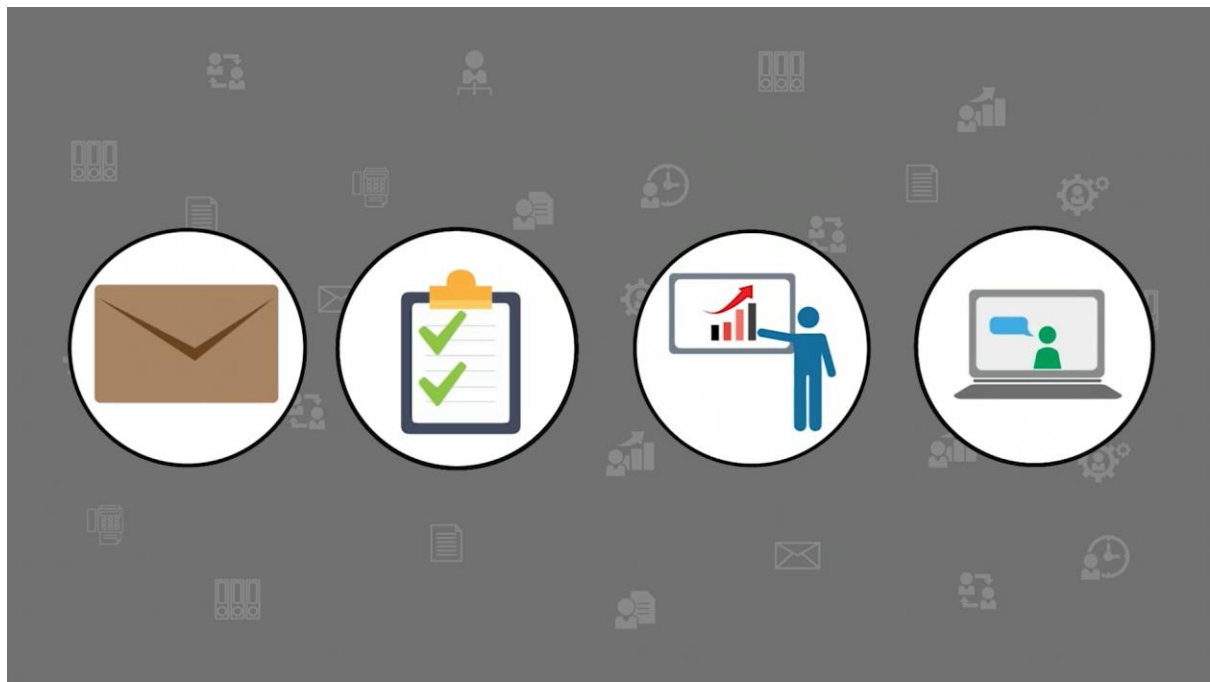
Too many meeting best time efforts money

No actions





Do We Really Need Another Meeting?



Inviting the Right Participants to Meetings

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Where Agendas Meet Results

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Agenda

Date : Tuesday, December 12, 2016.

Time : 9:00 a.m.-11:00 a.m.

	Topics	Speakers	Schedule
1	Topic 1	Speaker Name	10 Minutes
2	Topic 2	Speaker Name	10 Minutes
3	Topic 3	Speaker Name	10 Minutes
4	Topic 4	Speaker Name	10 Minutes
5	Topic 5	Speaker Name	10 Minutes



Revamped online ordering and billing processes


Date : Tuesday, December 12, 2016.
Time : 9:00 a.m. - 11:00 a.m.

	Topics	Speakers	Schedule
1	What's changed	Speaker Name	1 Hour
2	Why changed	Speaker Name	15 Minutes
3	Intended effects	Speaker Name	15 Minutes

Time : 9:00 a.m. - 11:00 a.m.

	Topics	Speakers	Schedule
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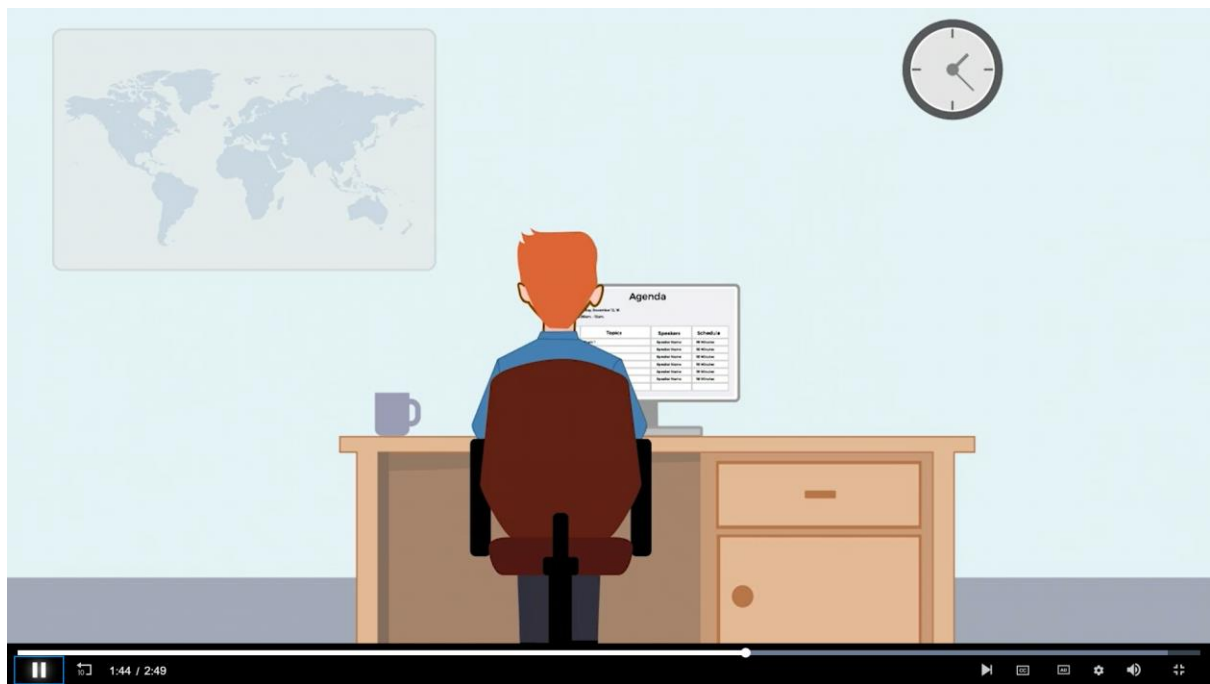
Prioritize agenda items



The slide features a yellow background with a repeating pattern of small, faint icons including documents, people, charts, and envelopes. At the top center, the text 'Prioritize agenda items' is displayed in a bold, black, sans-serif font. Below the text, there are four circular icons arranged horizontally. From left to right, they are: a purple circle containing a yellow hourglass; a white circle with a dark blue border containing two green speech bubbles; a white circle with a dark blue border containing a group of five stylized people in various colors; and a light blue circle with a dark blue border containing a clock face with black hands and a red second hand.

Readying People for Meetings

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Getting Meetings Off To A Great Start

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