

Opportunities from conversations

Multiple choice exercise

You're done!

When you pay close attention to a team's discussions, you can be an asset by identifying projects and the specific tasks needed to complete them.



Samira
Senior artistic director



I'm glad everyone was able to make it. It's been a big year for us so far—we've had a lot of positive feedback on our classroom outreach program. So, let's discuss priorities for the upcoming quarter.



Samira
Senior artistic director



Online education is the big one for us. The more classes we put online, the more students we can reach.



Samira
Senior artistic director



Are you thinking of live-streaming the classes or recording them in advance?



Samira
Senior artistic director



Mostly live-streaming, but we want to pre-record some short demos. They'll be a half-hour each and hopefully generate some interest before we go live.



Charlie
Communications coordinator



For which courses?



Charlie
Communications coordinator



One each for art, music, theater, and dance since those are the most popular. But the instructors still need to pick their topics and script their lessons.



Charlie
Communications coordinator



Once they've got their topics, I can start working on promotional materials to get the word out. I'll write a press release and ask our graphic designer to create some image assets.



Charlie
Communications coordinator



When will the demos be ready? I'd love to play one or two of them at our annual fundraiser.



Zoe
Director of education



The art and music demos should be ready in time. I'll ask the videographer. We're meeting to set the filming schedule soon.



Zoe
Director of education





Zoe
Director of education





Zoe
Director of education





Andre
Chief development officer



Start over

