

## What You Will Experience In The Workshop

- We lead you step-by-step through the entire meeting process including planning and preparation, leading and facilitating, and insuring that the actions resulting from your meetings are properly implemented.
- Each workshop is highly interactive and is conducted in a safe environment allowing maximum involvement by all participants.
- We explain the concepts, demonstrate how they are applied, and provide practice opportunities so that you can begin using your new skills immediately upon returning to your workplace.
- This workshop provides the requisite skills and tools to be eligible to enroll in our "Building Teams for Action and Results" workshop.....an interactive "how to" for project management.



TRANSFORMATIONAL LEADERSHIP  
COACHING & CONSULTING, LLC™

We are in the business of developing Transformational Leaders and engaging their organizations to deliver truly extraordinary business results. We coach leaders and leadership teams in the skills, processes and behaviors needed to inspire individuals & teams to new levels of achievement.

For more information visit our website at [www.TLCC.biz](http://www.TLCC.biz)

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**Transformational Leadership Coaching & Consulting, LLC**

## Getting Action and Results from Your Meetings Workshop



Building Organizational Capacity to Achieve Extraordinary Results™

**Learn to Improve the Quality,  
Effectiveness, and Results  
of Your Meetings!**

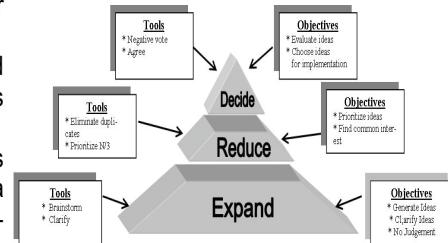
# Learn to Improve the Quality, Effectiveness, and Results of Your Meetings!

This workshop is designed for you to learn and apply an effective and disciplined common sense approach to meeting preparation, collaboration, and implementation of decisions and the solving of problems. Our "Getting Action and Results from your Meetings" workshop will provide you with state of the art collaborative problem solving tools and skills, including our renowned Consensus Building Model.

By the end of the workshop you will gain:

- Understanding of how to prepare for successful meetings.
- Understanding of the requisite skills and tools for holding collaborative meetings that achieve consensus decisions.
- Understanding of the skills and tools required to close your meetings in a way that better assures the implementation of the consensus decisions.
- Successful experiences in applying the meeting leadership skills and tools.

## Consensus Model®



## How You Will Benefit

- Reach group consensus on problem solutions that you thought were beyond your reach. You will be able to achieve similar results to those that have been realized by clients that have used our meeting methods to pursue extraordinary objectives.
  - A northern Pennsylvania manufacturer who reduced unit cost of manufacture by 38% in 20 months.
  - A business with locations in North Carolina and Tennessee that increased their market share from 10 to 70% within three years.
- Reduce the number of unproductive and ineffective meetings.
  - Eliminate un-necessary or ineffective meetings.
  - Reduce the amount of time required to fulfill your meeting objectives, by at least 30%.
- Know when and how to involve the organization in collaborative processes.
- Foster agreements, decisions, and action plans that are owned by the organization and produce big time results.
- Develop the capability, tools and processes for leading others to attain consensus decisions that lead to post meeting actions and results.
- Have confidence that the organization will implement and achieve the targeted results.
- Eliminate the destructive impact that ineffective meetings have on morale and working relationships.

## Who Should Attend

Anyone who is frequently called upon to lead or participate in meetings...executives, managers, business professionals or professionals and volunteers in charitable organizations...who would like to gain skills and tools to dramatically increase the efficiency and effectiveness of their meetings.

## Current State of Meetings

How do your meetings compare with the findings of our affiliate network of consultants and independent research on the current state of meetings?

- Leaders and professionals spend a minimum of 25% of their time in meetings.
- Those same individuals consider that 55% of the meetings they attend are either ineffective or unnecessary.
- Employees consistently rank meetings among the top three least productive things they do.
- The real cost of ineffective meetings goes well beyond the \$ value of lost time. Consider the dollars left on the table when ineffective meetings fail to yield innovative solutions to major business or organizational challenges.



## See what satisfied clients have to say

"TLCC's collaborative approach has provided Porta-Nails with the process to tap the intellectual wisdom of the entire organization and focus that wisdom on the company's short and long term objectives. The results have been extraordinary."

- Jerry Coleman, Jr.; CEO, Porta-Nails, Inc.

"TLCC has helped us bring about results that we would have thought to be impossible in the past. With TLCC's help, we now have ways to keep our organization focused on change, and working together to bring about those changes needed to succeed in a very competitive environment."

- Jim Sanders, DuPont Plant Manager, Towanda, PA

"When the Museum's strategic planning process started, our stakeholder group was a mixture of unresolved differences. Application of the TLCC "effective meeting" principles allowed us to reach consensus and develop a meaningful vision that unified the organization."

- Ruth Haas; Executive Director, Cape Fear Museum