



## Effective Meetings

### SmartMeetings®

1 full day + 1 halfday, over a period of about 5-7 weeks

**Price**

4.600:- excluding VAT (for groups of minimum 6 participants)

**Location**

Conferens room or online

**Length**

1 full day + 1 halfday, over a period of about 5-7 weeks

**Number of participants**

6-12 participants per group

## SmartMeetings - achieving effective meetings

SmartMeetings is a 1.5 day training in meeting efficiency, where the aim is fewer and shorter meetings, clearer objectives, better summations, evaluations and follow-ups, as well as a more enjoyable and productive collaboration within the group. Good meeting practices are achieved, among other things, by clearly defining the purpose and goals of the meetings, creating relevant meeting structures and ensuring the meeting guidelines and contents are appropriate. This training is suitable for all types of businesses, both private and public.



## Implementation

The training is carried out in a fun and inspiring way on the company premises, where we alternate theory with practical experience. Each participant receives individual coaching while they work with hands-on training during the remainder of the day. During the practical part, participants work with their own meetings which means that actual work is getting done during the course of the day.

The training is held in 2 steps with intervals of between 5-7 weeks between steps. This helps to both implement and apply the new meetings skills and to achieve permanent and long lasting results. A pre-study is conducted with the consultant in advance of the course to adjust the course outline for the group and to accommodate any specific wishes.

## About the training Three main focus areas

All SmartMeeting trainings are customized to cater to the specific need of the company and focus on how to take responsibility for the quality of the meetings they hold and/or attend. Our most popular trainings are designed for three main areas: for those who often lead meetings, for a specific group who work together and want to improve their meeting skills, and for companies who just want their employees to learn good meeting practices in general.



### IPU Profilanalys<sup>®</sup>

As a complement to SmartMeetings we offer the possibility of adding an IPU Profile analysis<sup>®</sup>. This will include a separate feed-back session, where the results are reviewed individually. Contact us for more information.



### Lean and 5S

In SmartMeetings we use elements of Lean Production and the 5S system for identifying wastes of time and resources. By eliminating these, we create more time for quality work, while also achieving and maintaining order in the workplace.

### SmartMetoden<sup>®</sup>

Our registered trademark SmartMetoden<sup>®</sup>, translates in English to Smart Method, it represents our unique teaching method which combines theory - practical experience - individual coaching - implementation and follow-up.

## Course overview

# SmartMeetings

- The meeting puzzle – which parts are necessary
- Purpose
- Goal/Target steering
- Content/Agenda
- Protocol/Actionplanning
- Information, discussion or decision
- Meeting discipline; before, during and after
- Summoning the correct attendants
- Meeting policies and rules
- Decision making skills
- Types of rolls: Chairperson, secretary and delegate
- Different personalities are a strength
- What happens when a group is stressed
- Workshops for creating protocol, content and rules
- Summarizing meetings and evaluation
- 9 keys for smart meetings, checklist
- Summary/Course certificate

### Kompetensakademin

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### SmartUtbildningarna

*Kompetensakademin gives each employee effective work habits with education in personal efficiency, effectiveness of meeting and group effectiveness with the smart method (smartmetoden®) - theory, practice, personal coaching, training and monitoring.*