

\*Productivity, Time, Communication

# meeting power-ups

## Creative Ways to Make Meetings Matter.

  
raderco.

POWER-UP  
SERIES

Leave meetings wishing you could get that hour back?  
Struggle to stay focused and engaged, especially on all those video calls?

In nearly every company survey worldwide, **meetings are the #1 thing employees cite as unproductive.** That's because most meetings are **status quo**, but they don't have to be that way. You *can* create meetings that really matter with **clear guidelines, effective communication channels, roles, and outcomes with a creative perspective.** You *can* **shorten meetings, encourage engagement, and end your day without video fatigue** if you have the proper preparation.

**Make meetings matter from the room to the Zoom and return on the time you invest.**

### format:

Virtual or In-person

### length:

45-60 minutes  
or part of the  
half-day  
*Power-Up Series.*

### LEARN HOW TO:

- ✓ Create a **standard for effectiveness** with a meeting foundation.
- ✓ **Eliminate distractions** and **shorten meeting time with** smart tech solutions.
- ✓ Boost meeting **creativity and collaboration.**

### THIS PROGRAM IS PERFECT FOR PEOPLE WHO:

- Run or attend multiple virtual, in-person, or hybrid meetings
- Have full calendars with little time to act on deliverables
- Experience video fatigue

Attendees will learn simple tools and tricks that even technophobes can implement. They'll leave with new strategies for both in-person and virtual meetings. Each attendee will receive a digital Rader Co. "Go-To Guide" with helpful apps, tools, and items recommended during the session. Each attendee will be asked to commit to one behavior change in the next thirty days following the workshop to ensure their success.

### OUTLINE:

*Sample points covered are dependent on the amount of time for the session and the attendees' needs.*

- How to know **when to call a meeting**
- The **secret of decision making**: The Rule of 7
- Curing "Mindless Accept Syndrome"
- **Ideal lengths** for meetings
- **Increasing engagement** in virtual meetings
- **Get active** with "walkie talkies"
- Assigning meeting roles wisely
- **Clever meeting alternatives** that shorten meetings
- Combatting **virtual meeting fatigue**

