



## GET CONTROL OF MEETINGS

### Are your people overwhelmed by meetings?

### Is your organization looking for ways to reduce costs?

Meetings now consume 30-40% of the average professional's day. Remarkably, a third of this time is wasted.

62% of all meetings lack a clearly stated objective and agenda and almost half of all professionals rate the quality of meetings at their organization as fair to poor.

**The good news?** The Info-Excellence® *Get Control of Meetings* Seminar boosts meeting results while dramatically lowering costs.

You'll experience interactive and motivating exercises that forever change the way you and your people meet. Results include:



- 10-20% reduction in meeting time
- 30% boost in meeting productivity and results
- Engaging and glitch-free virtual meetings
- A measurable reduction in meeting cost
- On track meetings
- Improved ability to handle difficult participants
- More trust and cooperation from team members
- Completion of all action items
- Much more

## AUDIENCE & FORMAT

Effective for any business, person, team, or organization that attends more than 3 meetings per week. Meeting facilitators *and* participants should attend. On-site and virtual options are available.

*Get Control of Meetings* is a highly interactive 2-3 hour live workshop. It can also be experienced as a 60-90 minute keynote speech.

## MEASURING TIME AND COST SAVINGS

The Info-Excellence Impact Assessment Tool (baseline and post survey) measures the exact results of the seminar. The C-Report -- a ten slide presentation, designed to satisfy discerning C-level execs -- quantifies savings in time and money while documenting substantial productivity gains.

## WHY IT WORKS

*Meetings have changed.* They are more informal, virtual, and rushed. Late arrivals and distracted participants are common. The Get Control of Meetings seminar was developed to address these new meeting challenges. It is unique for the following reasons:

1. **Tech Focus:** The program is filled with e-Calendar, Web Conferencing, and PDA tips.
2. **Meeting Reduction:** The seminar eliminates unnecessary meetings. This saves time and money for your organization.
3. **For All:** The seminar is designed for all team members, not just leaders. This way, everyone takes ownership of the value of meetings. As a result, real and measurable change occurs.
4. **Customized:** The seminar can be customized with client specific survey data which reveals the top 5 meeting pain points at that organization. Productivity tips relating to the client's teleconference, web conference, and video conference technology are also incorporated to boost meeting engagement and results.
5. **Expert Design:** The program was designed by the best-selling authors of the hit business productivity book – *The Hamster Revolution*. Mike Song and Tim Burress have helped millions of professionals lead more productive lives.