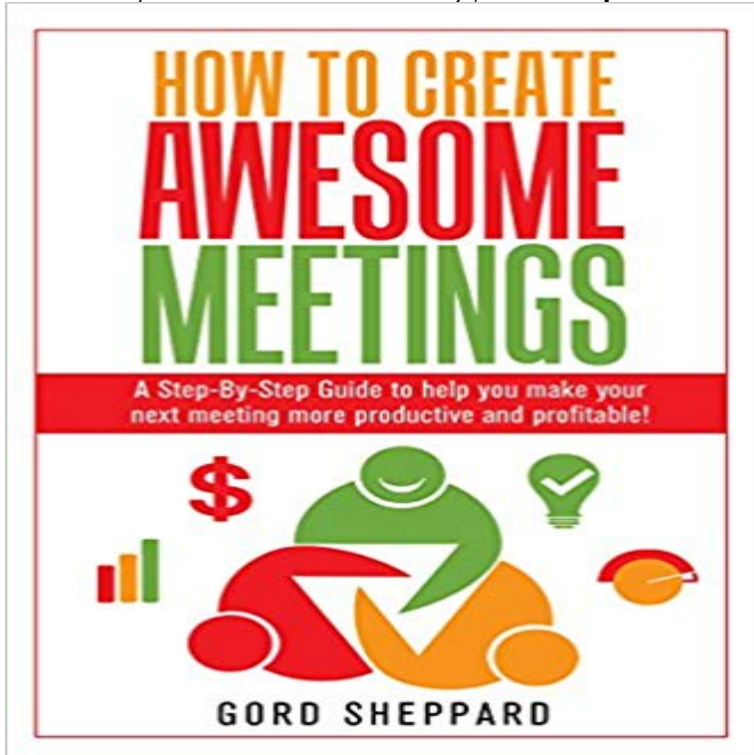


How To Create Awesome Meetings: A Step-By Step Guide to help you make your next meeting more productive and profitable!



Do you hate wasting time in meetings? Do you want your meetings to be more profitable? You're in the right place. Because *How To Create Awesome Meetings* is a step-by-step guide that will help you make your next meeting more productive and profitable. Written by Gord Sheppard, a Professional Meeting Facilitator and Consultant who has experience in more than 2000 meetings, this book will transform your meetings into profit generating events that your entire team will love. *How To Create Awesome Meetings* is based on these 10 steps; STEP 1: *Get Real With Yourself* In this step you'll discover techniques that will help you take responsibility for how you act during a meeting. So whether you're the facilitator or a participant, the techniques you learn in step 1 will make you more effective in every meeting you attend. Step 2: *Get Real With Your Team* In this step you'll find practical ways to help you build trust with your meeting teammates. From effective listening techniques, to ensuring that you know how to fight effectively, the techniques you'll learn in this section will increase productivity in your meetings. Step 3: *Know Your Total Meeting Cost* How much are you spending per hour to meet with your team? This section will help you figure out how to measure the actual cost of a meeting which will then allow you to determine whether or not your meetings are actually worth having. Step 4: *Get A Great Facilitator* In this step you'll learn how to rate your current meeting leader. Once you determine their competency level, then you can decide whether or not they gotta grow or gotta go. Step 5: *Link The Meeting To Your Strategy* Find out how you can stop any meeting, at any moment, and connect that moment directly to your organizational strategy. Once you learn this and apply this powerful technique, your meetings will give you a competitive edge within your

industry. Step 6: Build A Blockbuster AGENDA Imagine what it would be like if every one of your meetings was as exciting as your favourite Hollywood blockbuster movie? Well, in step 6 you'll find out how to do just that by creating inspiring agendas in a new and unique way.

Step 7: Meet In The Right Space Where you meet matters as much as what you are meeting about. So step 7 will help you consider everything you need to create an exceptional meeting space that inspires your team to achieve greatness during meetings. Step 8: Get Awesome Meeting Resources No two meetings are the same. What worked for you last time may not work for you again. Because of this you need a variety of tools to help you optimize every meeting you attend. As a result, step 8 offers great book titles, articles, and links to information and inspiration that will help you make your next meeting exceptional. Step 9: Follow Up FAST Want to make more money? Have happier customers? Engaged staff? Then you will want to learn how to follow up FAST after every meeting you attend. Step 10: Take Action!

This step will inspire you to take action and transform your next meeting into a profit-driving event that your whole team will love! So what are you waiting for? Get this book now so you can; - Transform your meetings - Inspire your team - Make more money - And more! Read How To Create Awesome Meetings so you can make your next meeting more productive and profitable today!

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