



NEVER LEAD A BAD (REMOTE) MEETING TRAINING

Developed for senior leaders, managers and high potentials in organizations as an interactive, online workshop designed for up to 16 participants. Can be delivered in one or multiple sessions, in-person at your organization or online.

Meetings dominate our workdays. Most deliver lackluster results. Whether one-on-one, small group or department meetings, meetings generally lack the substance and structure to engage interest, participation and a return on the time investment.

Dulye & Co.'s Never Lead a Bad (Remote) Meeting Workshop provides easy-to-use tools and practical techniques for planning, leading and follow-up on remote and in-person meetings that have real purpose, interaction and outcomes.

Don't waste anyone's time! We prepare participants to plan and lead meetings that are pertinent and productive. Our distinct **Trifecta Model™** elevates meetings from a dreaded, check-the-box event to a positive, productive experience. Learn how to establish:

- **A Concrete Game Plan that communicates a clear purpose and expected outcomes.** Our Dulye & Co. template for meeting agendas doubles as an enduring, practical tool for planning inclusive meetings with 2, 20 or more participants, whether in person or online. End the waste and wonder created when people just show up. Now, have them show up on-time, prepared and accountable.
- **Shared Ownership so meeting spectators are no longer welcome.** Silence isn't golden in a meeting setting. We demonstrate two-way communication techniques that curb derailing personalities, invite inquiry and ideas, and stimulate constructive exchanges. Through protocols that include ground rules, shared roles and recap notes, our approach engages all, not some or one, to contribute. Plus, our just-in-time polling techniques quickly collect real-time feedback for continuous improvement.
- **Trackable Impact by creating a buzz that connects people after meetings end.** Our tracking practices reinforce action items and assignments that keep people communicating about the decisions, discussions and deadlines discussed during a meeting, so that follow through happens and the importance of accountability is underscored.

This workshop raises participants' awareness and skills to convert meetings—whether in person or via screen—into *one of the most powerful platforms in any organization for information sharing, problem solving, decision making and teambuilding.*