

## HOW YOUR ORGANIZATION CAN BENEFIT

- Increase productivity and profits
- Improve communication skills
- Achieve greater collaboration
- Ensure accountability and follow-through
- Create culture shift through focused actions

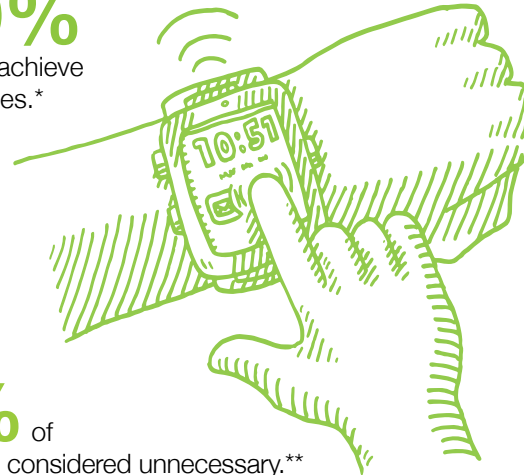
The Effective Meeting Management program by EduLeader is an **interactive online course** designed to teach participants the skills and competencies required to run and participate in productive meetings.

Those organizations that increase productivity through more effective meetings improve financial bottom-line results and achieve stronger outcomes.



## THE COST OF INEFFECTIVE MEETINGS IS STAGGERING!

Only **39%** of meetings achieve their objectives.\*



**28%** of meetings are considered unnecessary.\*\*

**47%** of employees believe that there are too many meetings in the workplace.\*\*\*

Over **40%** of a manager's time is spent in meetings.\*

If you have 100 managers in your company, this results in almost

**\$1,500,000/year** in unproductive meetings.\*

\* Research conducted by Stuart Levine & Associates LLC

\*\* <http://officeteam.rhi.mediaroom.com/meetings>

\*\*\*<http://meetingking.com/37-billion-per-year-unnecessary-meetings-share/>

## HOW DOES THE PROGRAM WORK?

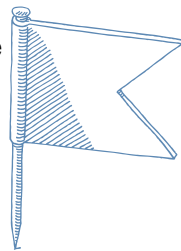
The course can be completed in only **three impactful half-hour sessions:**

1. PRE-MEETING PLANNING
2. THE EFFECTIVE MEETING
3. POST-MEETING WRAP

- Proprietary PLAN model helps learners remember the easy steps to ensure successful meetings
- Short videos and text keeps both auditory and visual learners engaged
- Progress is tracked through sample scenarios and knowledge checks
- Downloadable templates, checklists and course summary are available for easy reference
- Personal Action Plan ensures commitments for future behavioral change
- Pre and post surveys help determine meeting management effectiveness by company and department
- Certificate provided upon completion

Even the greatest leaders need to keep their skills current to remain competitive.

The **Effective Meeting Management Program** is designed to help individuals and organizations conduct focused and successful meetings by strengthening culture through actions that encourage collaboration and accountability.



# PACKAGES FOR CORPORATIONS AND ORGANIZATIONS

Why spend thousands of dollars per person on expensive training sessions that take up valuable work and travel time when you can access EduLeader's cost-effective and transformative training solution? EduLeader provides incredible value in learning the vital skills that help organizations set new standards for effective behaviors that will drive results and accountability at all levels and create a more focused workforce.

Our experience tells us that the more employees you invite to participate in this program, the greater impact you will have on saving time and money while increasing productivity and improving bottom-line results.

## PROGRAM SUPPORT

- Assistance in participant criteria/selection
- Creation of introductory program letter for CEO to send to participants prior to launch
- On-site facilitation before program launch
- Support to ensure the program's success
- Reporting on time wasted through Meeting Management Audit by department
- One month post-program reporting

## WE CAN DESIGN A PLAN FOR YOU

- White label option for branding
- Creation of CEO video or message within program to strengthen impact, reinforce value and drive change from the top

By learning and applying the fundamentals of good business provided through EduLeader courses, participants will be able to compete and navigate with **great success** in today's challenging and complex business environment.

# Learn as fast as the world is changing with EduLeader

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Eduleader LLC, powered by Stuart Levine & Associates LLC, is an interactive digital learning experience that increases both organizational capacity and individual leadership to achieve results.

Stuart Levine & Associates LLC is an industry leader with over 20 years of experience guiding CEOs and senior leadership teams in strategy, strategic implementation, productivity, leadership development, change management, governance and moving organizational cultures.

**EDULEADER**<sup>®</sup>  
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STUART LEVINE & ASSOCIATES LLC

# Effective Meeting Management Program



## Transform your Culture Boost Business Performance

Newest Interactive Digital Learning Experience

Increase productivity and strategic results

Save time and stop financial drain

Improve communication and engagement

Cascade effective behaviors through organization