



Meeting Advantage™

Workshop Timeline	Core Competencies
Morning Introduction	<ul style="list-style-type: none"> • Develop standards for high-focus meetings. • Use a three-step process to implement standards.
Morning Frontload	<ul style="list-style-type: none"> • Use your meeting planner. • Use seven steps to frontload high-focus meetings. <ol style="list-style-type: none"> 1. Define what matters most in the meeting—the overall goal. 2. Set specific objectives. 3. Decide if the meeting is justified. 4. Select meeting methods to achieve your objectives. 5. Identify the team members and their responsibilities. 6. Consider logistics. 7. Notify team members of the meeting.
Morning/Afternoon Focus	<ul style="list-style-type: none"> • Develop and use a code of conduct. • Play your role productively. • Use meeting methods that serve your objective.
Afternoon Follow Through	<ul style="list-style-type: none"> • What to do after the meeting. • How to use the Meeting Advantage Planner to time-activate follow-through. • Review the meeting for improvement.

For more information about FranklinCovey's Meeting Advantage™ Workshop, contact your Client Partner or call +91 124 4782222 to be put in touch with someone in your local area.

Continuing Education Credits

Timing	1 day
Program Level	Basic
Prerequisites	None
Pre-Work	None
Delivery Method	Group / Live
CPE / CEU credits	7 hours CPE / 6 Contract hours / .6CEU

100% Satisfaction Guaranteed

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Cancellation & Refund Policy

- You may, at any time prior to 14 days before your seminar (not including the day of the seminar) cancel your registration and receive a full refund.
- Within 14 days of the seminar, FranklinCovey will not issue a refund. However, you can reschedule for a future seminar at no cost or receive a credit towards an undetermined seminar to be utilized within one year.
- Participants contacting FranklinCovey after the workshop has been completed will be charged a re-registration fee of \$25 to transfer to a future seminar. Please be aware, if you cannot attend the seminar and fail to give proper notification prior to your seminar date you will forfeit your entire seminar fee.



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