



STAND &
DELIVER

MEETING DESIGN & AGILITY



MEETING DESIGN & AGILITY

Even before the pandemic, few people were waking up excited about the blocks of meetings filling their calendars. When the world went fully remote, many teams began to feel the grind more acutely. And morale has suffered.

With the right tools, you can reinvigorate—or even radically rethink—the way you are designing, leading and participating in meetings.

Stand & Deliver's Meeting Design & Agility program will give you insights for overcoming the most common obstacles to good meetings. Most importantly, you'll gain tools to revitalize the experiences you are creating for your colleagues, clients and partners.

PROGRAM OUTCOMES

- ✓ Learn the four meeting types, when to apply them and the tools to maximize each.
- ✓ Develop a process for identifying when to meet, who needs to be there and how to include them to most efficiently capitalize on your time together.
- ✓ Create psychological safety for more inclusive and dynamic conversations, maximize participation, a sense of belonging, and smart risk taking.
- ✓ Reduce meeting time and frequency while improving productivity.
- ✓ Improve collaborative innovation among your team.
- ✓ Learn the art of facilitating a good meeting as a foundation for your leadership skillset.

“Every single tool
from Stand & Deliver’s
Meeting Design &
Agility program can be
used in our daily work.”

GiGi Davis, Senior Director
Genentech



CURRICULUM

We'll identify your organization's three top priorities. We'll look at how meetings are driving those outcomes and where you can be more effective, efficient and gain greater participation.

During the program, participants will practice designing and facilitating better meetings, and will come away with feedback and insights they can apply immediately to their own work and see tangible shifts in efficiency, engagement and team collaboration.

Investment is approximately \$2000 per person.

Strategic Meeting Design

An efficient methodology for considering the people, procedures and places required for a successful meeting.

Dynamic Facilitation

Use a methodology for thinking about how you want to show up for the people around you and build and develop a plan for putting that vision into practice.

Decision Hygiene

A guide to the cognitive biases that affect even the most intelligent, self-aware teams—and processes you can implement to help you make better decisions.

Dealing with Difficult Personalities

The best-laid meeting plans can go awry when even one disruptive or disengaged team member gets in the way. We'll sharpen your skills for handling these challenging dynamics.

Psychological Safety

How to build greater trust and respect to drive performance and collaboration within a group.

Today, the spoken word
is more important than ever.

PLAN YOUR BREAKTHROUGH

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