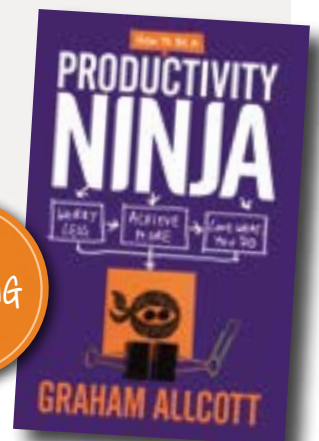


# Fixing Meetings

Making meetings rare, fun and productive again

<b>Format</b>	3 hour workshop
<b>Participants</b>	Up to 20
<b>Results</b>	Helping you to reduce how much time you spend in meetings. Making the meetings that you do attend ridiculously productive
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>▶ Participants leave with a set of practical tools to help them have better meetings and to positively challenge the culture of their organization's meeting addictions</li><li>▶ Part of the session involves making practical changes to real meetings (not just working on case study examples) so that changes are made on the day</li></ul>
<b>Making it stick</b>	<ul style="list-style-type: none"><li>▶ A copy of Graham Allcott's book for every participant</li><li>▶ Action-oriented materials on the day</li><li>▶ Online Workshop Booster Pack (forever)</li><li>▶ Online membership to The Productivity Ninja Academy (1 month)</li></ul>



BEST  
SELLING  
BOOK

## Overview

We are on a mission to change the way the world thinks about meetings. We want to break the cycle of your calendar being booked up back to back. We want to create a culture where no one has to sit in a boring or unproductive meeting again.

This 3 hour workshop is packed with practical tips, tricks and tools to help your team make the most of any time spent in meetings. We'll also empower every participant whatever their role, to cheekily and positively disrupt bad or outdated meetings habits.

We will also spend time focusing on the cost of meetings and sometimes even help your team question the need for a meeting at all.

Adopting a blended learning approach, we complement the 3- hour face to face workshop with on-line resources such as checklists, sample agenda and purpose statements and optional e-learning modules for participants to refresh their memories after the day.

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**Don't just take our word for it ...**

One of the most useful meetings I've ever been to!

My meetings have a clear purpose and feel more driven and results orientated.

LEV EAKINS,  
PROJECT COORDINATOR,  
BRIGHTON AND HOVE FAITH IN ACTION

”

## Who should attend?

Our approach involves the whole team in creating and holding Productivity Ninja-style meetings – this isn't just the job of the chair and the minute taker – so anybody who regularly attends meetings will benefit from attending this workshop.

## Practical requirements

All we need is a meeting room in your office. We have an amazing team at TPHQ who will help you deal with all the practical side of things.

## What you'll do and discover

- ▶ The true costs of meetings.
- ▶ Ways to say 'no' to meetings and combat cultural meetings addiction.
- ▶ Identifying when it is good to have a meeting.
- ▶ Discover the power of 40:20:40 rule.
- ▶ Learn productivity ninja® techniques and meetings best practices from around the world.

## Results

Organisations where at least a quarter of their team have been to a Fixing Meetings Workshop have reported on average a 45% reduction time spent in meetings, resulting in huge cost savings, less stress and a renewed belief in the power of a good meeting.



**89%** of participants would recommend this workshop

**98%** of participants say this workshop will have a positive effect on their productivity



## Making it stick

We're passionate about creating real change that lasts, and truly embedding new habits. That's why every workshop participant gets:

- ▶ A copy of Graham's book
- ▶ Practical handouts
- ▶ Exclusive access to The Productivity Ninja Academy, with eCourses, tutorials, curated content, a forum and workshop booster pack.

<https://academy.thinkproductive.com>