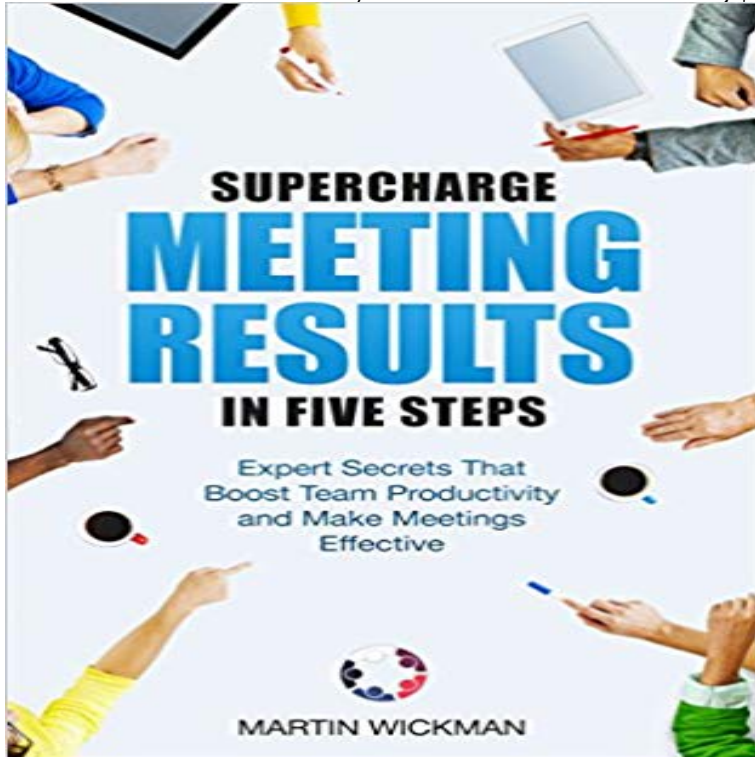


# Supercharge Meeting Results in Five Steps: Expert Secrets That Boost Team Productivity and Make Meetings Effective



Turn your meetings into valuable time savers, fix your team and stop wasting peoples time and energy. Youve been there. Ive been there. Endless meetings. Frustrating, awful events that just drain all life out of you. No agenda, no purpose. Just talk, talk, talk It doesnt have to be that way! I know for a fact that meetings can be used to drive change and improve how you work. Whether its trying to make an important decision or using meetings for team improvement great meetings work! Meetings should be productive and fun. Imagine a meeting where everyone is focused, every voice is heard, where the group uncovers new bold ideas and decisions are reached effectively. And when its over, everyone leaves with a feeling of accomplishment and a crystal-clear goal of what to do next. That can happen! This book shows you how using proven methods and techniques that help you achieve this. Its not just about fixing your meetings Its also about boosting your teams productivity Now imagine being able to deliver new quality products or services your customer loves... week after week. No matter if youre just starting out with a new team or youre part of a team of dedicated agile developers, this short book shows you how to use meetings to transform your group into a highly performing team that runs circles around the competition. Deal with troublemakers and handle yourself when things heat up Run appreciated meetings that give results without wasting time Fix your team: Run retrospective meetings the way they were meant Learn practical skills and tools to manage your group Create razor sharp agendas with focus and purpose Boost your career by learning to use facilitation skills First up, youll learn how to use a five-step method to create meetings that make your team more productive. This method is simple and easy-to-follow that any person can learn,

with instructions how to kick off the meeting all the way to wrapping it up. From there, you'll focus on how to prepare meetings based on the group's work and how to create effective agendas with a clear purpose and goal. Then you'll learn how to run effective meetings. This section contains lots and lots of practical tips to manage the group, make team decisions and use professional facilitation tools. Deal with people who dominate and how to get others to speak up. And, of course, how to keep yourself calm and focused during the meeting. Finally, the book contains handpicked meeting activities you can pick and choose from based on what you want to achieve. Instead of just letting people loose in a free-for-all discussion fest, you use activities to get input from everyone and discover what the group really wants. Learn the secrets used by expert facilitators around the world to make sure meetings stay productive and on track. This book is jammed with insights and tips. Everything in here is tried and tested, proven by professional facilitators throughout the world. Not many people know about these things, so this is a chance to learn what most people don't have a clue about! I have yet to meet a team leader, team member or project manager who uses anything you're about to learn here. At the end of it, you'll have the skills to create your own awesome meetings that will help you and your team to more productivity and get you started on your journey to becoming an even better meeting facilitator. Buy the book now and start fixing your meetings tomorrow!

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