

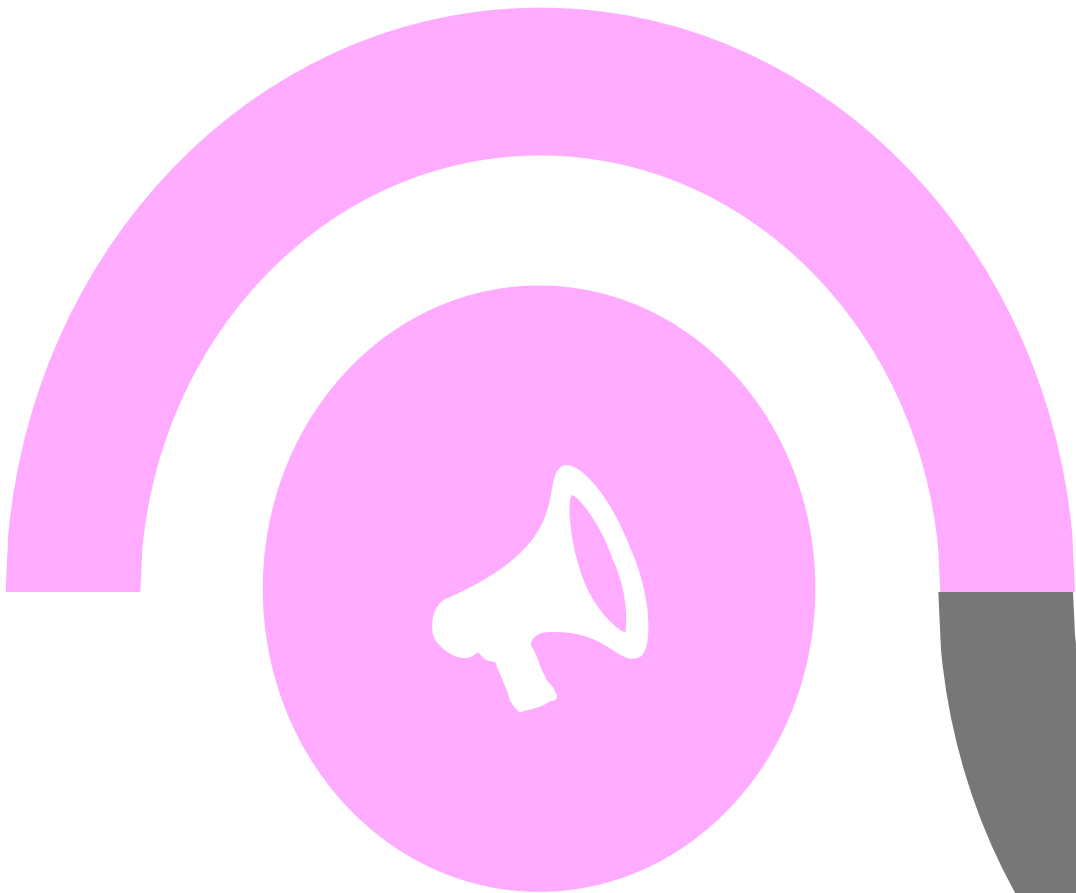
DIGITAL SUPPORT FOR HUMAN PROCESSES.

HAPPY: MEETINGS

A PART OF THE HAPPY:WORK PROGRAM

HAPPY MEETINGS IN SIX WEEKS!

FOUR FULL FOCUS STEPS



**1. INSPIRATIONAL
KEYNOTE-SPEECH**

**+ MEETING CULTURE
ASSESSMENT**

2. WORKSHOP



**CUSTOMISATION &
PROCESS GOAL
DESIGN**

**+ CHECKLIST FOR
EFFECTIVE MEETINGS**



**3. APP-BASED MEETING
EVALUATIONS**



+ AGENDA TEMPLATE

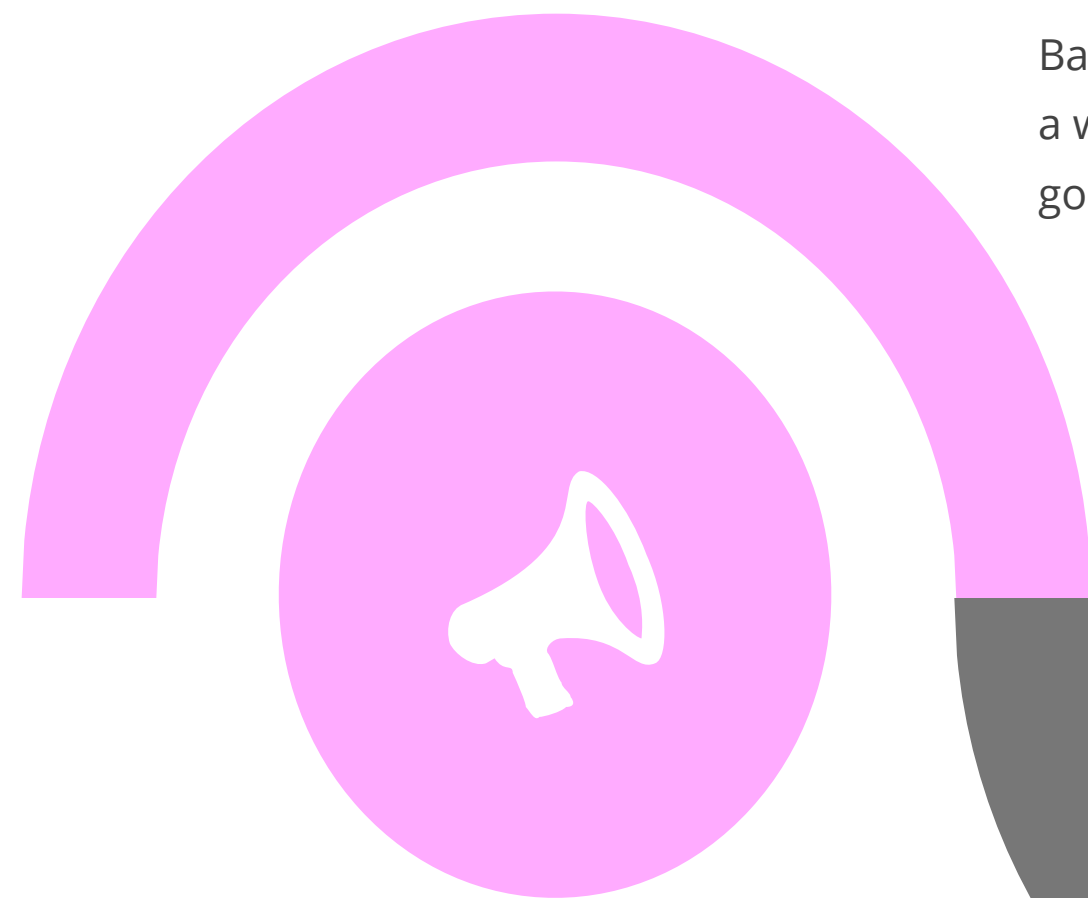


**4. RESULT,
FOLLOW - UP AND
NEXT STEP**

**+ LIST OF
SUGGESTED ROLES**

HAPPY MEETINGS IN SIX WEEKS!

FOUR FULL FOCUS STEPS



1. INSPIRATIONAL KEYNOTE-SPEECH

An interactive speech where we compare your current meeting culture to cases, best practise and research.

Gets everyone on the same page. Creates sense of urgency, insight on what works and what needs to be changed.

2. WORKSHOP AND PROCESS GOALS

Based on the data from the speech, I facilitate a workshop where we start designing process goals for effective meetings.



CUSTOMISATION & PROCESS GOAL DESIGN

Data analysis and final design of process goals.

3. APP-BASED MEETING EVALUATIONS

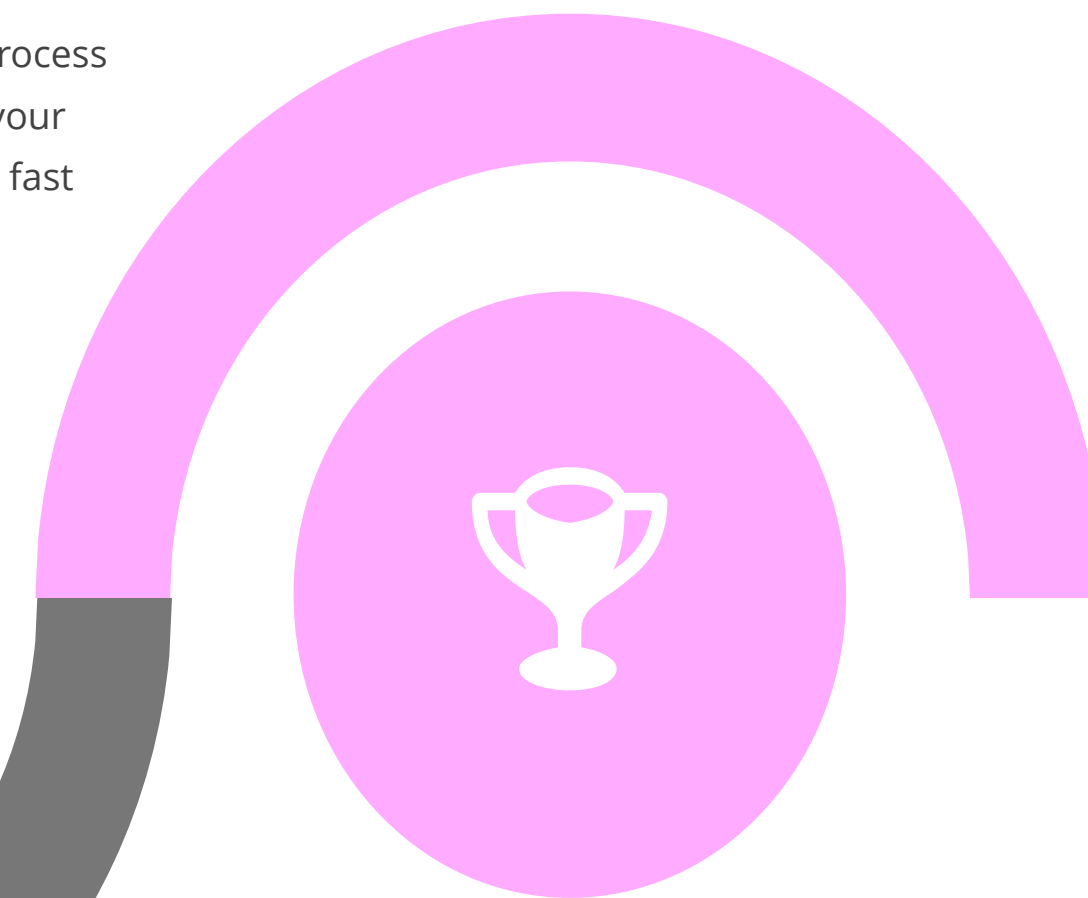
Now you and your team can use your unique process goals to evaluate your progress! By evaluating your meetings for four - six weeks, change will come fast and stay long.



4. RESULT, FOLLOW - UP AND NEXT STEP

We measure success by analysing data from the meeting evaluations, and by assessing progress in meeting culture again.

I provide suggestions on next step and plan follow-up talks within six months.



HAPPY MEETINGS IN SIX WEEKS!

FOUR FULL FOCUS STEPS



1. INSPIRATIONAL KEYNOTE-SPEECH

An interactive and inspirational speech where we compare your current meeting culture to cases, best practise and research.

Gets everyone on the same page. Creates sense of urgency, insight on what works and what needs to be changed.

TIME: 60 min

TODAYS WORK LIFE IS COMPLEX. WE NEED MEETINGS TO MOVE FORWARD.

But not all meetings are good meetings. So how can we design meetings that give us energy and provides clarity? That are effective, without being stressful?

In the speech I compare your current meeting status with a seven point checklist for effective meetings. Main focus is on meeting behaviours and actions that help create high quality meetings.

KEY TAKE AWAYS:

After the speech, your meetings will be fewer and better by...

- 😊 personal insights on crucial meeting behaviours
- 😊 better understanding of the role, function and meaning of meetings
- 😊 EVERYONE knowing what it takes to make a meeting effective
- 😊 everyone getting tools and methods to improve meeting quality
- 😊 using the checklist for effective meetings



HAPPY MEETINGS IN SIX WEEKS!

FOUR FULL FOCUS STEPS



2. WORKSHOP AND PROCESS GOALS

Based on the data from the speech, I facilitate a workshop where we start designing process goals for effective meetings.

TIME 60 - 90 min

AFTER THE SPEECH WE CONDUCT A WORKSHOP TO START FIND YOUR UNIQUE PROCESS GOALS.

PROCESS GOALS are measurable goals for the behaviours and habits we need to change to create effective meetings, for example:

"We listen attentively to each other"

or

"We don't read emails in our meetings"



We work in smaller groups who come up with their own process goal suggestions.

The workshop is a three step process, with individual answers, group discussion, and then prioritising and creating common suggestions, based on the individual answers.

The method is app based and ensures that everyone part takes and that all data is collected for further analysis.

HAPPY MEETINGS IN SIX WEEKS!

FOUR FULL FOCUS STEPS



3. APP-BASED MEETING EVALUATIONS

Now you and your team can use your unique process goals to evaluate your progress! By evaluating your meetings for four - six weeks, change will come fast and stay long.

TIME: about 10 min/meeting

APP-BASED MEETING EVALUATIONS OF YOUR UNIQUE PROCESS GOALS

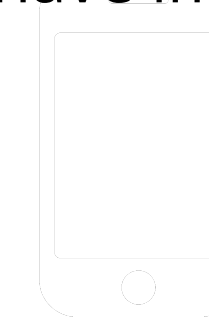
Your process goals can now be used in a fully customized, app based meeting evaluation. You and your team evaluate and reflect upon your meetings for four to six weeks. It takes about ten minutes and is performed at the end of your meetings.

CHANGE WILL COME FAST AND STAY FOR LONG.

This puts focus on the behaviours and habits we want to establish.

Change comes fast, because we won't be reading mail during a meeting, knowing we will soon evaluate whether *"We listen attentively to each other while speaking"* and *"We don't read emails in our meetings"*

Change will stay for long because the new habits/behaviours will have immediate effect and thus become a new standard for meetings.



THE APP:

1. Anyone can start a new evaluation, for instance "Eric's marketing group meeting".
2. The participants at "Eric's marketing group meeting" can now evaluate this unique meeting, based on the process goals.
3. When everyone has answered, "Eric" (who created the evaluation), can now prompt "Show results".
4. Results are then visible in the app, for the participants in that meeting. These results are used to reflect and learn what was good and what can be done to improve the quality of the meeting.
5. "Eric's marketing group meeting" disappears from the app automatically after a set number of hours.
6. The app also contains advice and tips on providing feedback and tips on how to create good learning conversations.

HAPPY MEETINGS IN SIX WEEKS!

FOUR FULL FOCUS STEPS



4. RESULT, FOLLOW - UP AND NEXT STEP

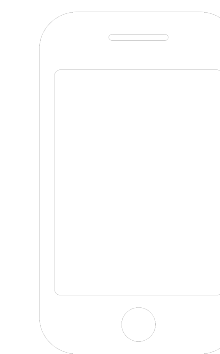
We measure success by analysing data from the meeting evaluations, and by comparing progress in the meeting culture assessment from the speech again.

WE MEASURE AGAIN.

We measure success by analysing data from the app based meeting evaluations, and by comparing progress in the meeting culture assessment from the speech again.

NEXT STEP

I provide suggestions on next step based on results.



FOLLOW UP

We plan follow-up talks within six months.

HAPPY MEETINGS IN SIX WEEKS!

FOUR FULL FOCUS STEPS



PRACTICAL INFO AND SUMMARY

- **THE SPEECH IS 60 MINUTES**
- **WORKSHOPEN IS CONDUCTED RIGHT AFTER THE SPEECH.
TIME: 60 MIN.**
- **DESIGN OF PROCESS GOAL AND APP-CUSTOMISATION TAKES 2 - 3 DAYS TO COMPLETE AFTER
SPEECH AND WORKSHOP.**
- **AGENDA TEMPLATE, CHECKLIST FOR EFFECTIVE MEETINGS, AND LIST OF SUGGESTED ROLES CAN BE
FOUND IN APP, MEETING CULTURE ASSESSMENT IS SENT VIA MAIL**
- **MAX NUMBER OF PARTICIPANTS: 200 (LET'S TALK IF YOU ARE +200)**
- **APP IS VISUALLY DESIGNED BASED ON YOUR BRAND STYLE (LOGO, COLORS, FONTS)**
- **WE AGREE ON FULL TIME FOR THE MEETING EVALUATION PERIOD. I RECOMMEND SIX WEEKS FOR
INCREASED EFFECT/TRACTION.**
- **FOLLOW UP AFTER SIX MONTHS PREFERABLY VIA PHONE OR WEB-MEETING**