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Outcome Focussed Meetings - Workshop Specification

As business people most of us spend around 20% of our time in quality face to face meetings with stakeholders. This is arguably the most influential and important time of our working lives. The outcomes of these meetings largely dictates the success we have in the rest of our working life.

- If in our appraisal we are successful, we might enjoy a pay-rise and promotion, and agree achievable objectives for the forthcoming period to potentially enjoy further success. If we are less successful, we might miss the promotion and pay-rise, and be saddled with highly challenging objectives to retain our job.
- In a sales call, a good outcome might end up in a new deal, whilst a poor outcome might mean we have to start looking around for new opportunities in order to make budget this year.
- In a project meeting a good outcome might mean we sign-off a milestone, and move forward to the next phase, whilst a less successful outcome might mean we have a lot of rework, delays in moving forward and staff on the sidelines for an extended period until we can start the next phase.

Each of these examples shows how important meetings are to our entire working life. It may be worth investing some time in getting better outcomes to meetings.

This is not the typical “Meetings 101” course focussing on process, agenda, minutes, protocol and basic communication skills.

JHW's "Outcome Focussed Meetings" unsurprisingly focuses on practical outcomes. What do you want to achieve out of your meeting(s)? It assumes an audience of smart business people that want to improve their productivity. It gets participants thinking for themselves on ways to improve rather, force feeding them with process. It opens the mind to opportunities to improve, shares ideas on how we might improve, and then it provides challenging role play exercises to practice new skills and techniques. At the same time it introduces useful frameworks that assist participants to put their discovery into practice regularly and consistently.

Participants will leave the workshop with refreshed skills, greater confidence and a commitment to change the way they operate in meetings. In doing so they will increase their personal and company productivity by enjoying a greater success rate.

Format

The workshop is run as a one day event in-house, for up to 12 participants. From time to time public events will be held where individuals from various organisations can attend. There is a blend of facilitator led discussions, group discussions and report back, and role play and review.

Outcome Focused Meetings - Workshop Outline



Costs

The in-house event is \$8,250 plus GST and includes all handouts and materials. The client will provide the venue. The public workshop is \$950 including all hand-outs, materials, refreshments and venue costs.