



MAKE MEETINGS EXCITING, PRODUCTIVE & MEMORABLE

We've all sat through **UNNECESSARY, BORING** and **UNPRODUCTIVE MEETINGS**.

Now **YOU CAN** make them better. Here's how.

ACC'S MEETINGS THAT MATTER is a 4-hour, hands-on training program that teaches how to plan, participate in, and conclude successful and engaging meetings. This includes face-to-face, video, telephone, or conference call meetings.

Using video analysis, professional coaching, and peer review, you will learn how to:

- Follow the best practices of verbal and nonverbal communication.
- Facilitate and lead with less technology and more engagement.
- Assess your leadership style and know what to adjust.
- Manage conflict and derailment among participants.
- Establish purpose and an agenda to keep things moving.
- Assign action and accountability effectively with follow-up activities.



Allison Clarke

Inspire. Define. Change

allisonclarkeconsulting.com

*Participants receive a customized YouTube video of themselves and a personal copy of the **Meetings That Matter Workbook**.*

SIGN UP NOW TO MAKE YOUR NEXT MEETING MATTER
bit.ly/1sCvpZY