

THE **BREAKTHROUGH** SERIES

from  
**Thought  
Rock**

**The Presentation Will Begin At 12PM EST**



**Hélène Egan**  
Voilà Coaching

### **Meetings: From Blah to Ah-Hah!**

Imagine attending meetings that have a specific purpose, where each attendee knows their role, what is expected of them, and contributes to the meeting.

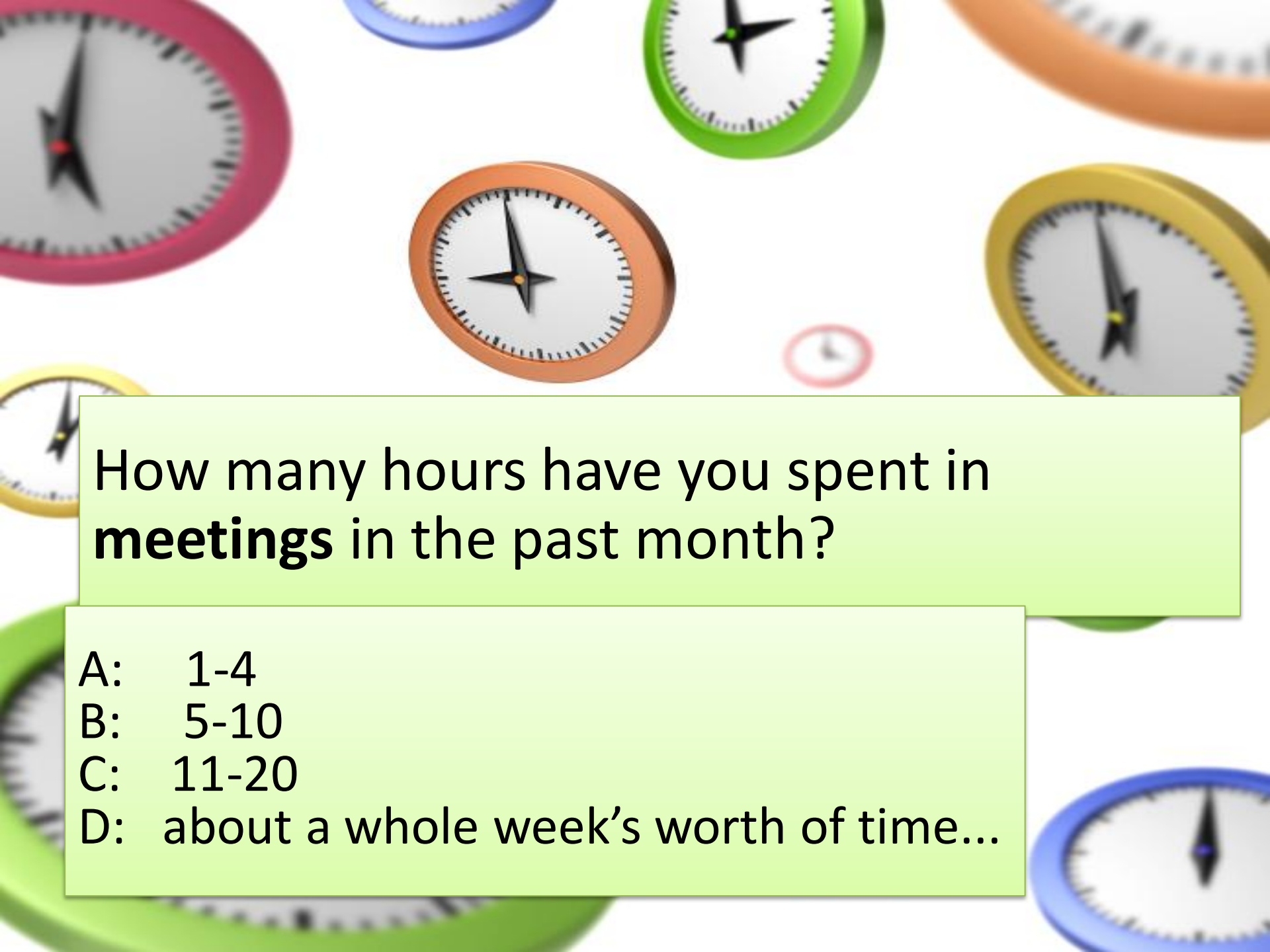
#### **In this presentation, you will learn:**

- Types of meetings, and how to determine which to hold, and when
- How to successfully invite the right people to your meeting
- Tips for keeping the attendees engaged.



# Meetings : From Blah to Aha!

*Hélène Egan*

The background of the slide is filled with several colorful compasses. The compasses are in various colors including red, blue, green, orange, and yellow. They are scattered across the slide, with some appearing larger and more prominent than others. Each compass has a white face with a black needle and a black bezel with tick marks.

How many hours have you spent in **meetings** in the past month?

A: 1-4

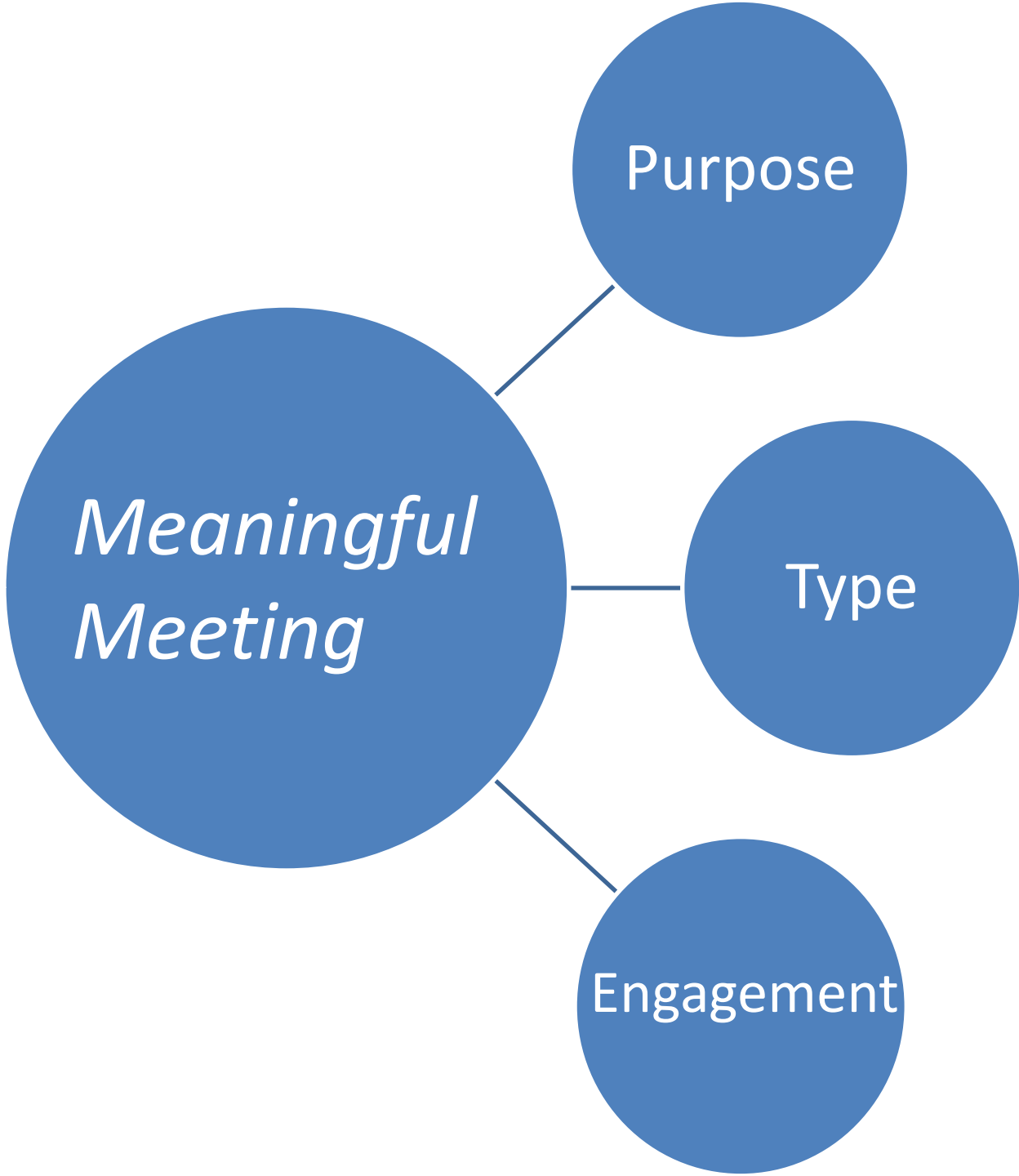
B: 5-10

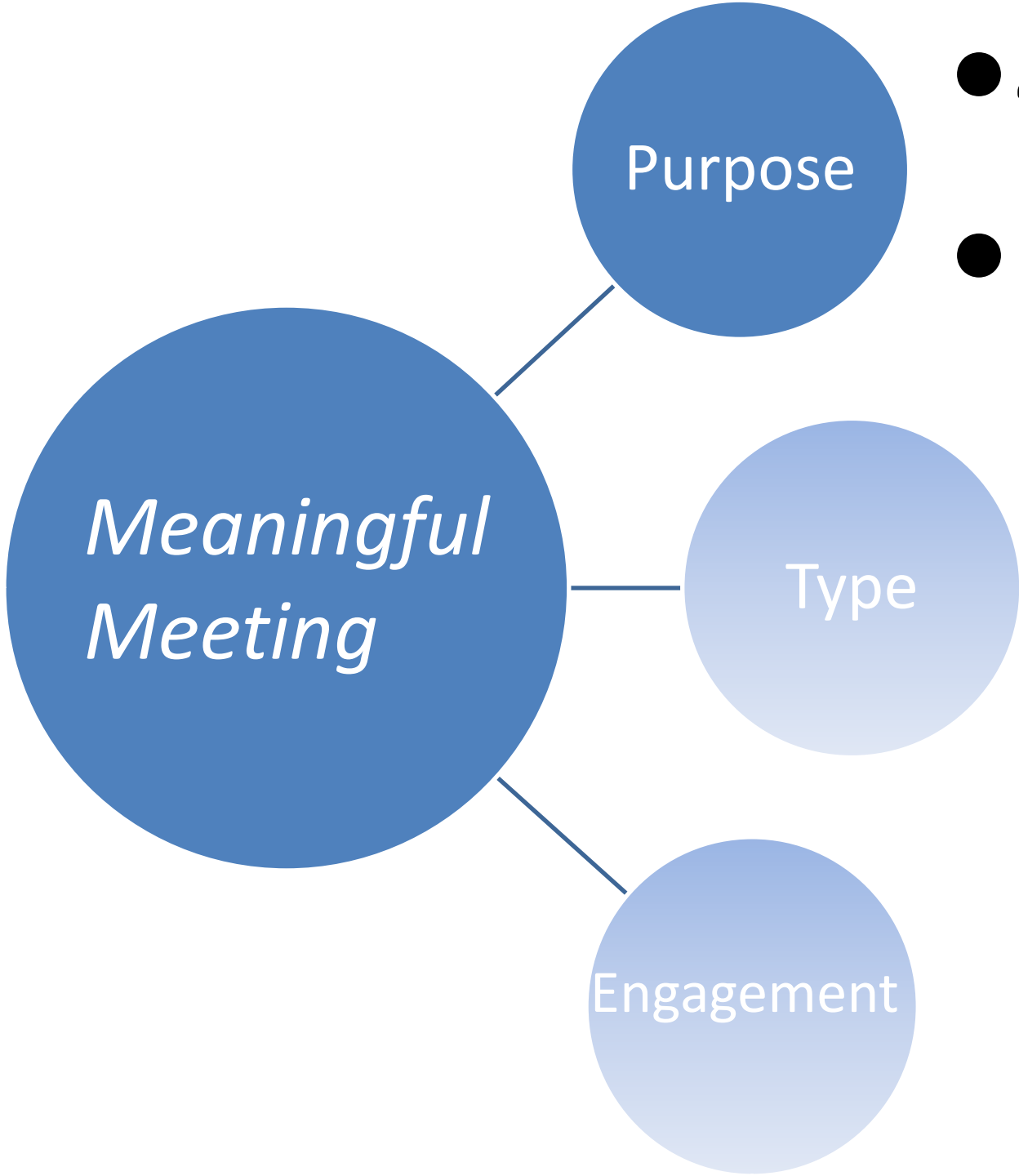
C: 11-20

D: about a whole week's worth of time...

# **3 keys to Meaningful Meetings**







● 4 W's

● + 1 W

# Purpose of the meeting = 4 W's

Why?

What's in it for me?

What's expected of me?

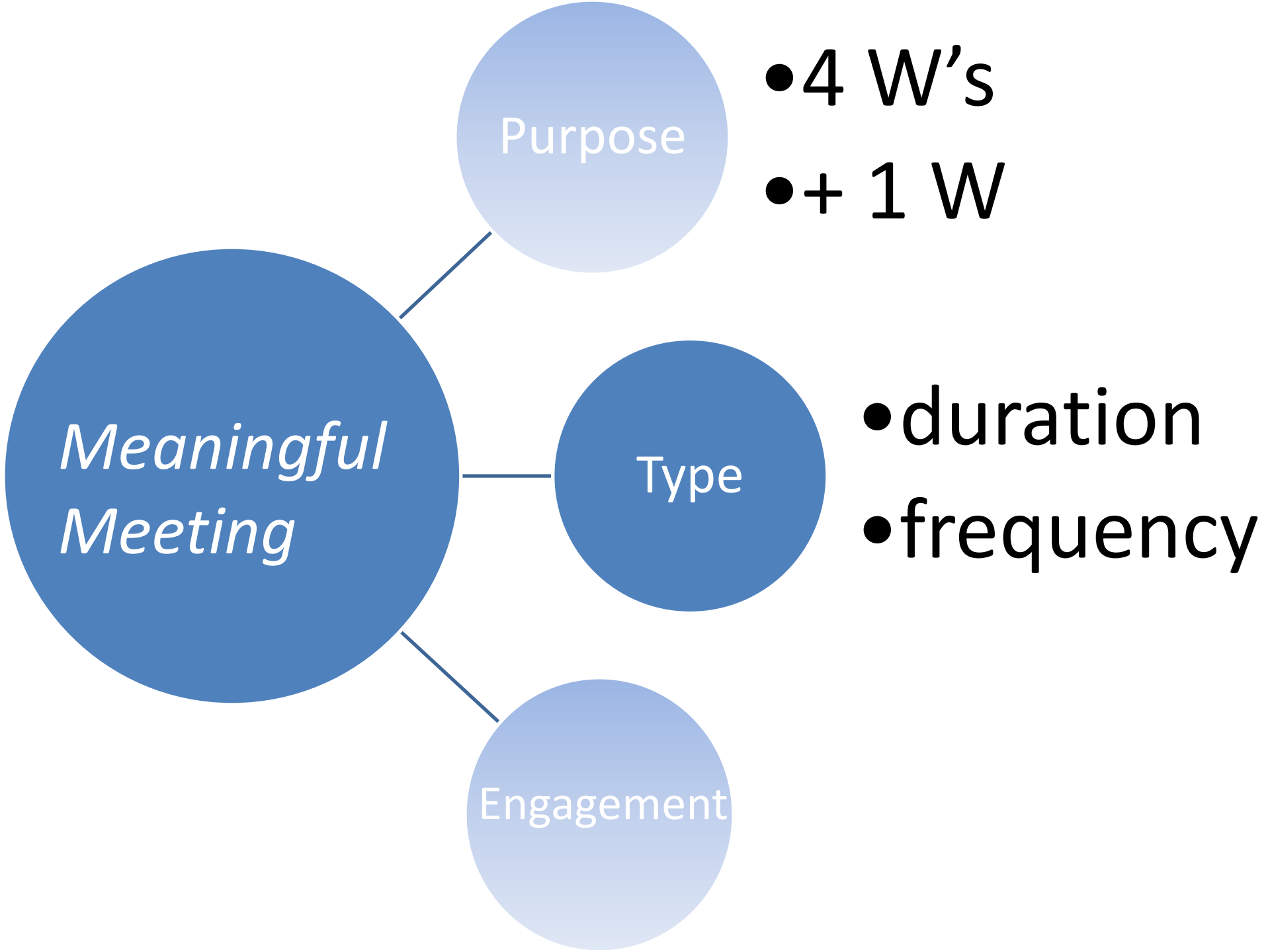
When will it be over?



# The Purpose determines the WHO?

If there is no reason for a person to be there,  
don't invite them to the meeting!!!









Week

Week

Thursday

12:00

1:00

2:00

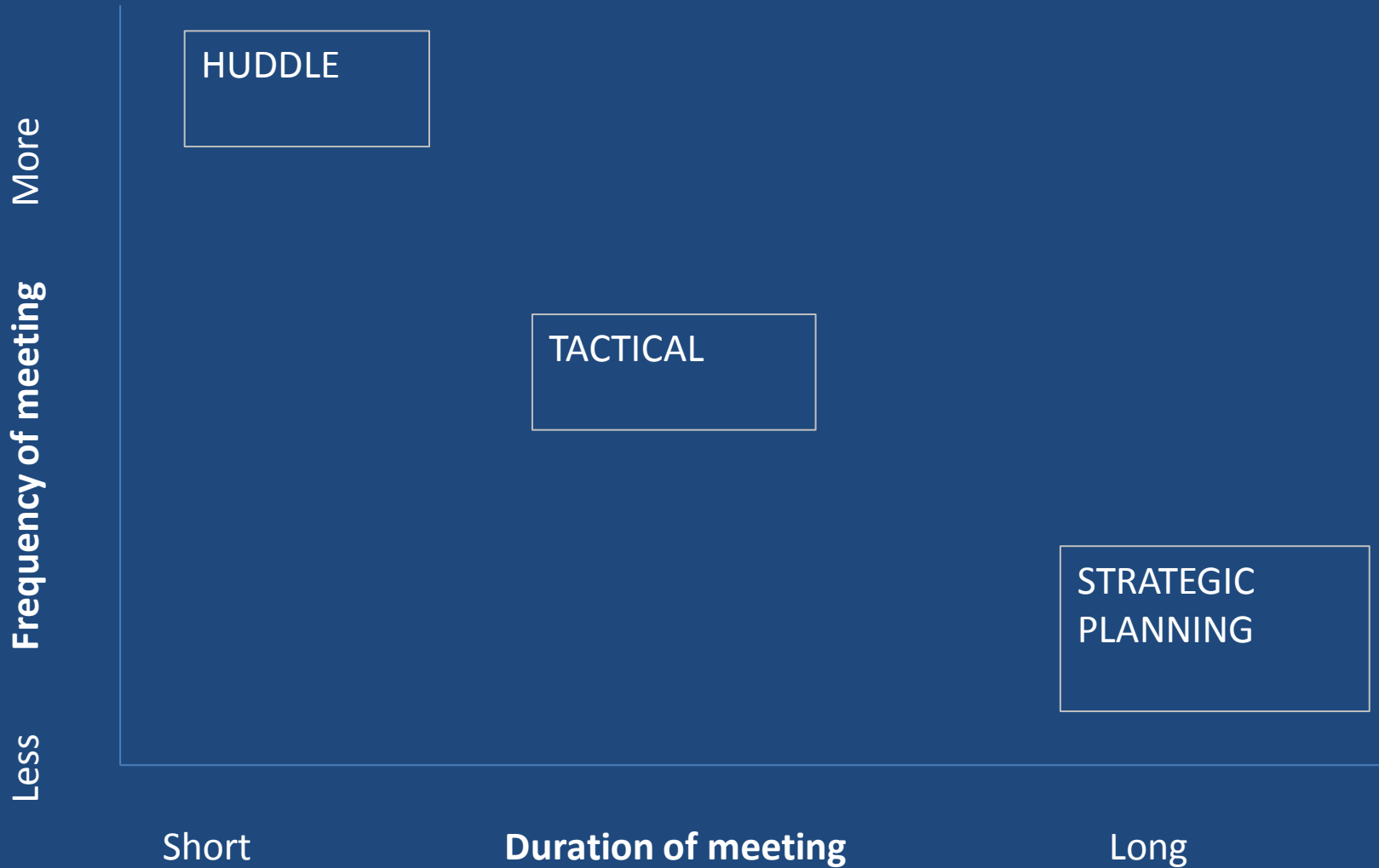
3:00

4:00

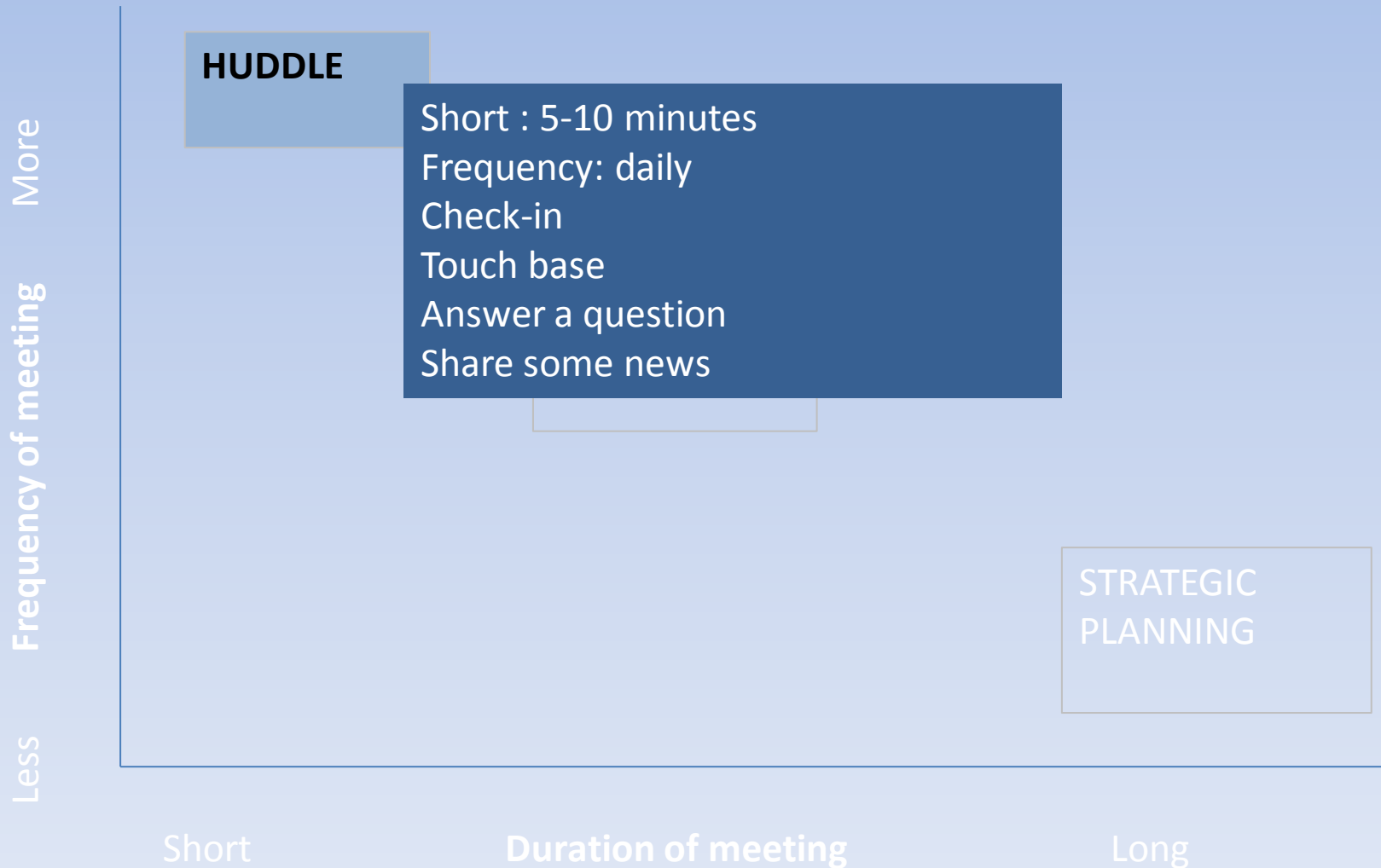
meeting

Train to Long B

# Types of meetings



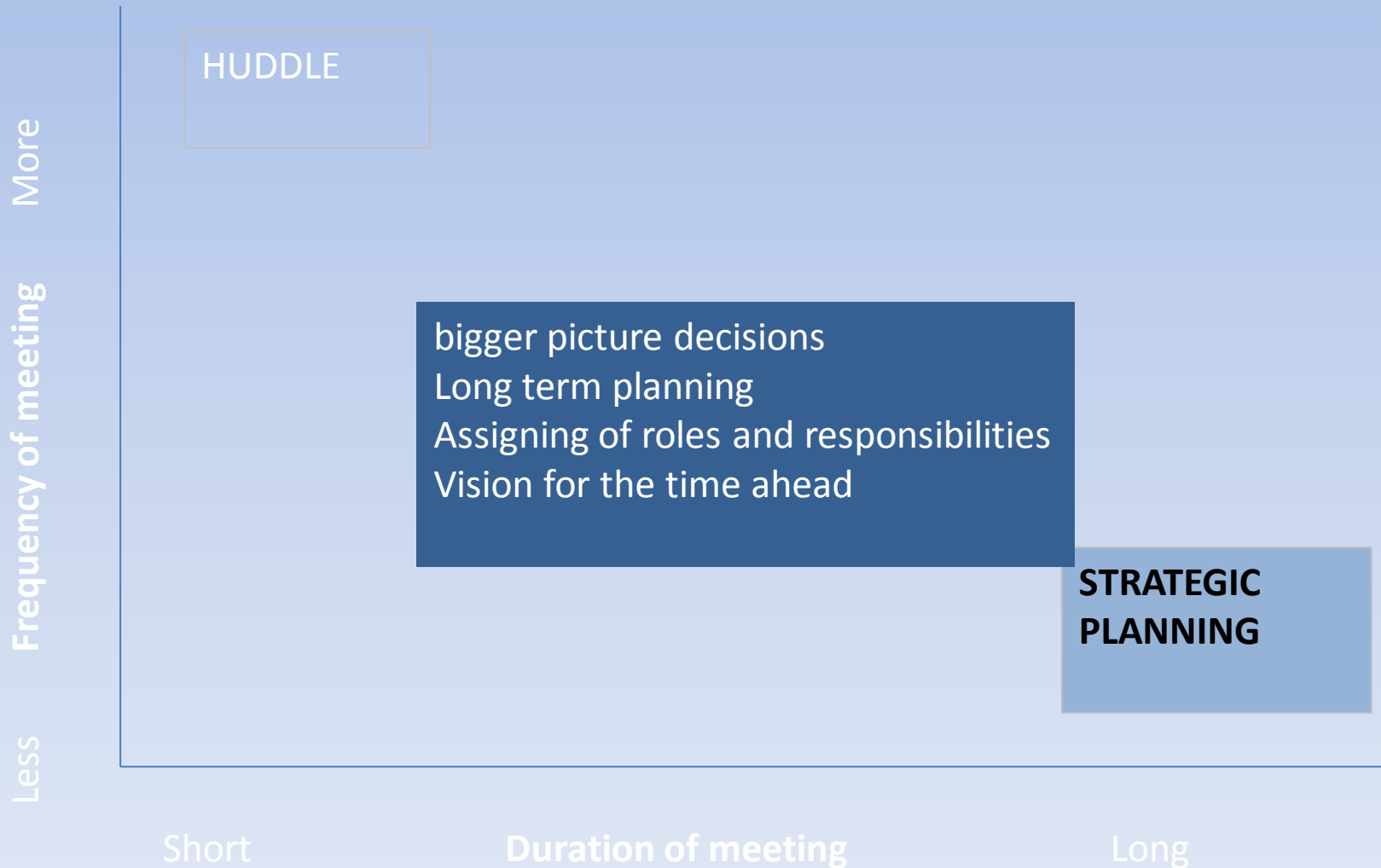
# Types of meetings



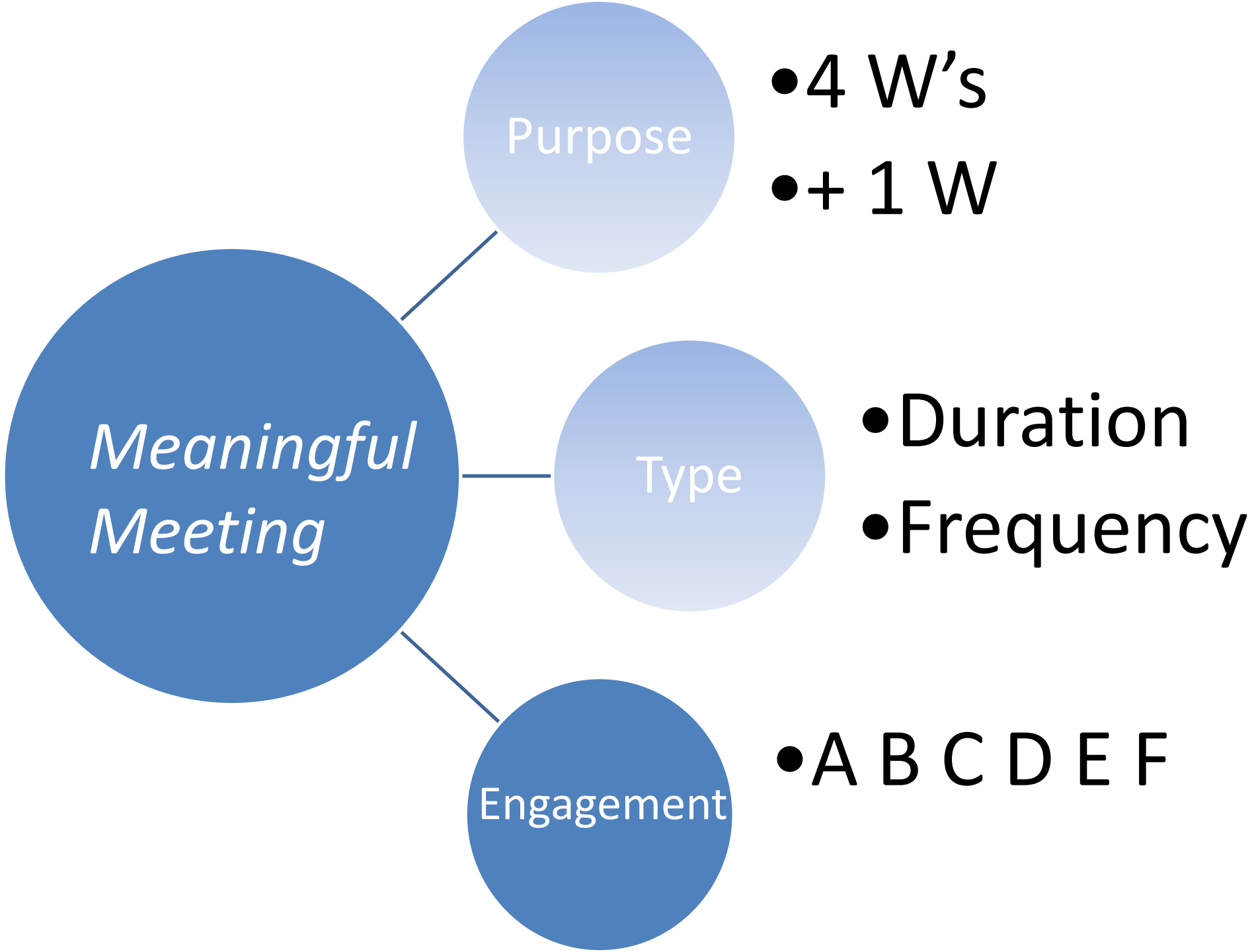
# Types of meetings



# Types of meetings







# Engagement





- Agenda
- Bother to Prepare!

# Meeting Tool

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Date:

Attendees:

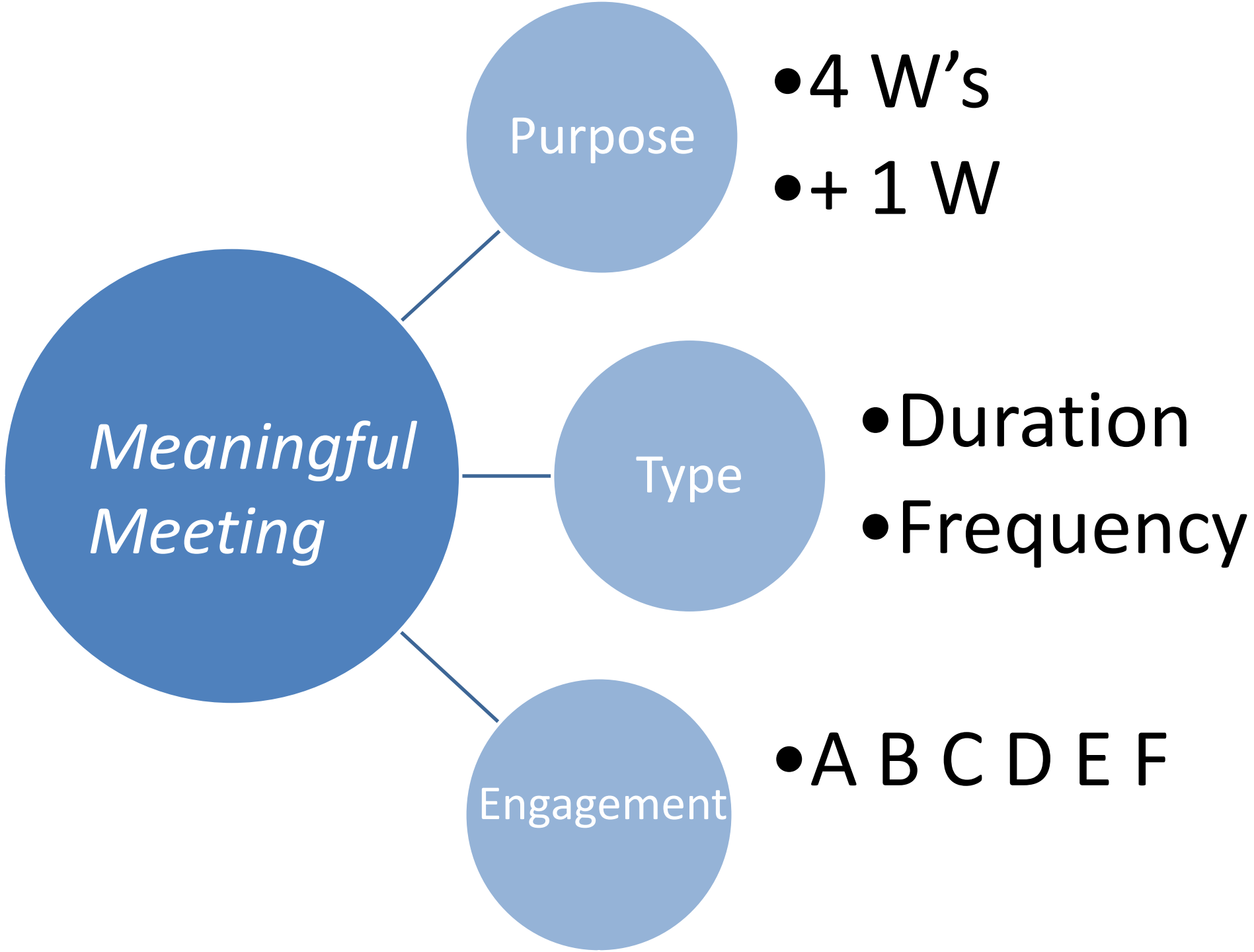
Topic	Presented by	Action Item	Due Date

**Next meeting date:**





- Agenda
- Bother to Prepare!
- Contributions
- Delivery
- Emotion
- Fun



**Congratulations on your commitment to create  
Meaningful Meetings!!**





Hélène Egan

*[www.voilacoaching.com](http://www.voilacoaching.com)*

**Voilà**  
COACHING



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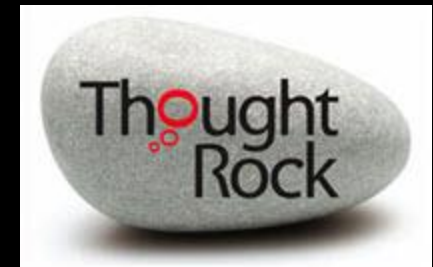
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**Join Us For Lunch Every Tuesday At 12PM!**

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