



**START ON TIME, STAY FOCUSED, FOLLOW THROUGH**

# Powerful Meetings

*Creating daily opportunities for extraordinary results  
 and leadership development*

**FOCUS**

- You will learn:*
- :: How to plan meetings that achieve powerful business results.
  - :: How to eliminate late starts and running overtime.
  - :: How to keep meetings tracking true to results.
  - :: How to help people come to a decision and commit to the results.
  - :: Learn Powerful Meetings ‘best practices.’
  - :: What to do about behaviors that block or sabotage powerful meetings.
  - :: How to keep participants engaged and focused with real accountability.

**OUTCOMES**

- :: Starting meetings on time and ending meetings on time.
- :: Agendas clearly stating a meeting’s purpose, process, and payoff.
- :: Agendas sent out before meetings assigning prework and allowing for changes.
- :: Wise application of powerful meeting ‘best practices.’
- :: Facilitation that keeps a meeting on target and on schedule.
- :: Clearly identified accountabilities and action steps following each meeting.

**FEATURES**

- :: Powerful blend of action learning, role-playing, best practice sharing, and coaching.
- :: Creation of a safe environment to participate without fear of rejection or ridicule.
- :: A comprehensive and practical participant manual with over 100 best practices including meeting tools, facilitation, collaboration, email, voice mail, and teleconferences.
- :: A proven process to ensure you acquire the skills to achieve your goals and best utilize your meeting resources.

*Call for pricing*

**Onsite Training**  
*Knowing Point can deliver this action learning program, with options for certification, customized to meet your particular business challenges.*

<b>Topic Agenda</b>	<b>DAY ONE</b>	<b>DAY TWO</b>	<b>POWERFUL MEETING CERTIFICATION</b>
	<ul style="list-style-type: none"> <li>:: Powerful Meeting Tools</li> <li>:: Powerful Meeting Roles</li> </ul>	<ul style="list-style-type: none"> <li>:: Problem Solving/ Tools</li> <li>:: Building Consensus</li> </ul>	<ul style="list-style-type: none"> <li>:: An optional Certification Program is available for Powerful Meetings. Knowing Point consultants support candidates through a comprehensive four step process leading to mastery of planning, facilitating, and continuously improving meeting effectiveness.</li> </ul>

Transform your  
*meetings* with  
*proven skills* and get  
*measurable results*  
for your  
*organization*



## Why Powerful Meetings?

- :: Excel at **meetings** — a fundamental business basic.
- :: Ensure that your meetings **start and end on time**, and **stay focused**.
- :: Integrate **Powerful Meetings** into all levels of your organization.

“Powerful Meetings has given us a huge boost in efficiency and effectiveness. We see the results every week - we have significantly increased our productivity, thus cutting the meeting time for our three weekly meetings in half. That’s at least 2 hours / week for at least 12 team members. After years of running these meetings, that’s amazing.”

**PARTICIPANT**

**VP, Editorial Director**  
Fortune 100 Publisher  
New York, New York



*WE HAVE SEEN a lot in 25 years. We know the business of expert facilitation and driving results through powerful meetings. We pride ourselves in helping individuals and teams apply meeting best practices and deliver measurable results. Guaranteed!*

### FACILITATORS

The Powerful Meetings trainers offer a rich blend of business meeting experience and business savvy. World-class instruction mixed with years of hands-on action learning experience give them a unique ability to swiftly guide you to achieve quantum results through powerful business meetings.

*We believe that a high level of personal interaction between the facilitators and participants create the best environment for application to your business. The Knowing Point staff demands the highest standards and guarantees results without compromise.*

**KNOWING POINT**

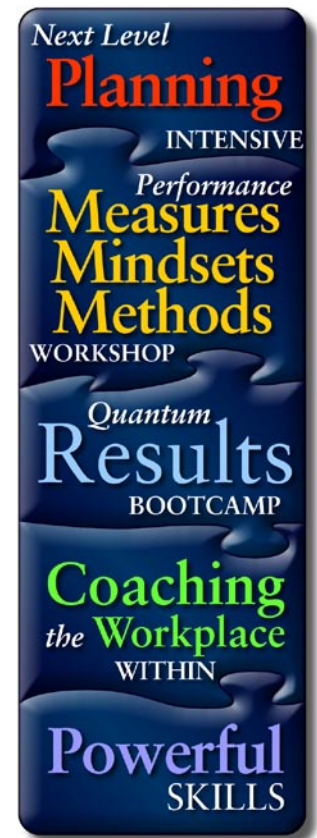
205 Corey Place, Huntington Manor, NY 11746  
V 888-402-0088 | V 631-547-0002 | F 631-547-9305

## About Knowing Point, LLC

### *The mission of Knowing Point*

*is to help business leaders drive profit and productivity by creating quantum leaps in measures, mindsets, and methods through collaboration and teamwork.*

*Our approaches are results-driven and based on modern work theory, common sense, and wisdom. Our high impact, collaborative work has brought our clients quantum outcomes, including: increased profits, lower costs, higher quality and speed of delivery, and greater employee and customer satisfaction.*



**Having the right combination** of skills, focus, and commitment to grow your business is a workforce development puzzle we can help you solve. Knowing Point will work with you to identify the pieces to your puzzle and leverage them to create business outcomes far greater than the sum of its parts.

# Registration Form

*Powerful Meetings*

## PERSONAL DATA

Programs are subject to availability and prices are subject to change.

Name: Dr. Mr. Ms. \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## PROGRAM INFORMATION

Program Title: **Powerful Meetings** Date of Program\*: \_\_\_\_\_

Program Location: \_\_\_\_\_

\* Check [www.knowingpoint.com](http://www.knowingpoint.com) for additional information. Tuition amount subject to change.

## PROGRAM FEE (please enclose with form)

- My full tuition in the amount of \$ \_\_\_\_\_ is enclosed. (Please make checks payable to Knowing Point)
- Please charge my full registration fee in the amount of \$ \_\_\_\_\_ to my credit card.
  - MasterCard
  - VISA

Tuition Amount: \_\_\_\_\_

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Issuing Bank: \_\_\_\_\_ Signature: \_\_\_\_\_

- My company's purchase order is enclosed.
- Tuition payment has already been made.

## CANCELLATION AND TRANSFER POLICY

Before a p

Number of weeks before program	Substitutions Allowed	Transfer Fee	Cancellation Fee
More than 4 weeks	Yes (no fee)	None	None
3 weeks	Yes (no fee)	10% of tuition	25% of tuition
2 weeks	No	25% of tuition	50% of tuition
1 week	No	50% of tuition	100% of tuition

I have read and accepted the Cancellation and Transfer Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form, along with payment or credit card information to:  
Knowing Point, 205 Corey Place, Huntington Manor, NY 11746  
[info@knowingpoint.com](mailto:info@knowingpoint.com) | V 888-402-0088 | V 631-547-0002 | F 631-547-9305

  
**KNOWING POINT**