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Highly Effective Meetings

This first decade of the new millennium seems to be characterized by both rapid growth and **limited resources**—especially **time and personnel**. One of the most effective ways to maximize your company's potential is to **maximize the potential of those scarce resources**. By making your company's meetings as effective and efficient as possible you can both minimize their cost and maximize their productivity.

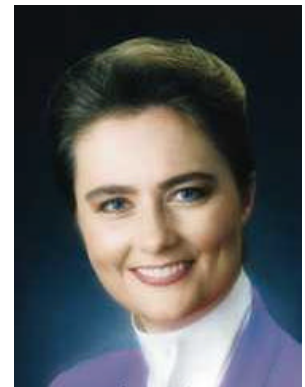
What does an average week of meetings cost at your company?

<u>Sample</u>		<u>My Company</u>
15	Avg. Meeting Hours/Person/Week	_____
x 30	Avg. Number of People	x _____
x \$35	Avg. Hourly Salary + Benefits	x _____
\$15,750	Average Meeting Cost/Week	Total _____

We all make conscious investments to improve our lives and our companies. Are your **meeting investments conscious**? Would you take \$15,000, give it to your broker and say "Invest in whatever you feel like, I don't really care about the risk profile or the returns"? Do you look at the cost/benefit of your meetings? Do you expect productive results from your meetings?

Do you **calculate the intangible meeting costs**? What is the effect on your company's **morale** as your people spend more and more time in meetings? Everyone likes to feel that they are productive and contributing towards a clear and meaningful goal. Do your people feel their time is waste in too many meetings? Do you? How do you feel when your time is wasted? Everyone likes to feel valuable. When someone wastes their time they feel are being told that they are not valuable. What are you telling your employees about their value?

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She has extensive experience as a corporate lender, with both Chase Manhattan and Wells Fargo banks, and in industry in plant operations, finance and marketing. She has successfully helped start new businesses, run small businesses, turned around businesses in distress and coached growing businesses through their transition. A highly acclaimed speaker on many business topics, she is currently Board Chair for the Institute of Management Consultants in Southern California. Ms. Hoopingarner has lived and worked in over 20 countries, speaks fluent Spanish and holds a Masters Degree in International Business. Clients of the Institute range from ".dot com" startups to Fortune 100 companies in industries ranging from industrial diamond brokers to utilities and health care.

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