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Meeting Types

Information

1. **Communicate Information**—Best used for training and product roll-out, etc. Otherwise use memos, e-mail etc. to communicate essential information in a much more cost effective and efficient manner.
 - a. **Stand-up meetings**—Often very productive way to hold quick staff meetings that share recent developments and identify important areas of focus.
2. **Sell Idea / Motivation**—Often used at conferences and trade shows, involves a broader range of techniques and skills than a standard meeting.
3. **Training**—Including all new product training, process training and software training. Focus on measurable outcomes desired from the training topic.
4. **Collect Information**—Meetings can be a useful methodology for this process, especially for identifying the information needed, however, more informal techniques are often more appropriate.

Decision Making

Best used when: 1) Group consensus and participation in the decision-making process will facilitate implementation; 2) A decision requires judgment rather than a pure examination of the facts and calculations; 3) Pooling ideas will increase the probability of a better decision; 4) A problem requires the expertise of a variety of specialists.

Consider using an outside facilitator who is not involved in the outcome and can help focus the group using relevant questions and effective problem solving techniques.

1. **Problem Solving**—Can include collecting information.
2. **Decision Making**—Information has already been gathered. Meeting of requisite experts to analyze the information and make an informed decision.
3. **Project Coordination/Management**—Most often used in product development, construction and other large projects. Consider incorporating project scheduling software tools as an adjunct to the Agenda.
4. **Planning**
 - a. **Vision**—The picture of what your company will be in the future.
 - b. **Strategy**—The broad overview of how you will make that picture a reality.
 - c. **Business**—Fills in the “Hows” of the Strategy, marketing, financial, etc.
 - d. **Financial**—Incorporates the cash flows and capital investments resulting from the Business Plan.
 - e. **Tactical**—The detailed job assignments, deadlines and roll-outs for the Business Plan.

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