



SMARTER MEETINGS

COURSE BROCHURE

Powerful skills and tools for team leaders who want to save time, do more and help their teams be *smarter together*.

www.onesmartworld.com





THE CHALLENGE WITH MEETINGS

The future of work is ***collaborative***.

Meetings are a team's best opportunity to generate ideas, solve problems and make decisions *together*. Too often meetings end up being a waste of time, money and energy that fall short of delivering the best possible outcomes. Undisciplined, unstructured and unproductive meetings not only use valuable time, they fail to utilize the most important commodity an organization has - the remarkable intelligence of its people.

We spend more time in meetings than ever before, but our approach has hardly changed. Successful organizations know that to have an edge on the competition they need to hire the right people and create the right conditions for them to work effectively together. **It's time to change how we meet.**

"Smarter Meetings is a game changer for us."

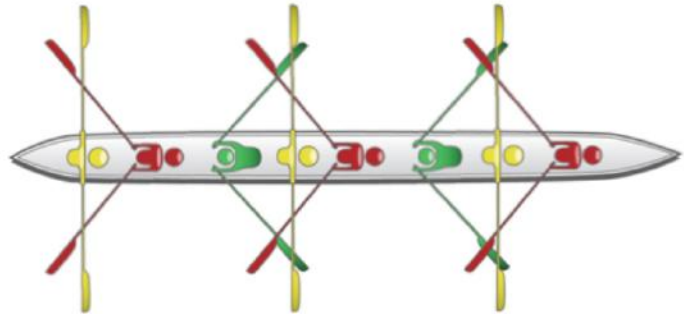
Marnie Groeneveld
Acting Executive Director,
Business Development and Strategic Initiatives
Manitoba Institute of Trade and Technology

WHAT HAPPENS IN MEETINGS

Over the past 20 years we have worked with teams at global corporations, not-for-profit organizations, colleges, universities and sports teams. We find that the people around the meeting table are pretty smart. What stops smart people from working together more effectively in meetings is that they aren't synchronized. No clear process, little awareness of different thinking styles, and no common language to get on the same page.

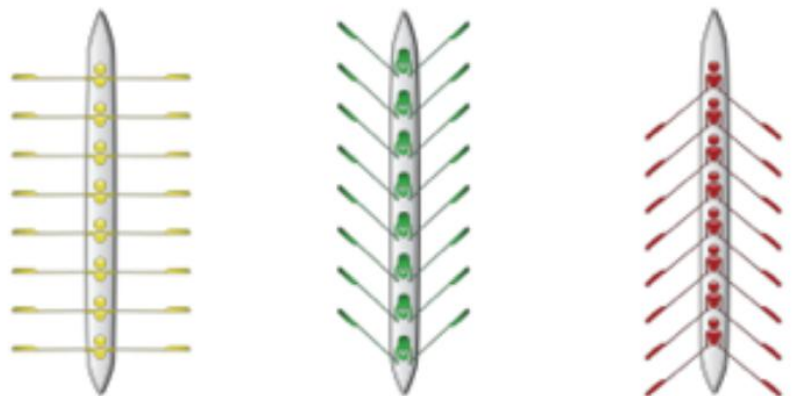
Most meetings.

Smart people but no clear process. Different types of thinking at the same time. Dominant voices lead.



Smarter meetings.

Smart people and process. Thinking processes are aligned. All voices contribute.





FIVE TEAM LEADERSHIP PRACTICES

Smarter meetings start with five team leadership practices.



Use one common language.

Learn to communicate clearly and get on the same page.



Embrace cognitive diversity.

People think in different ways. Make your team's brainpower your greatest asset.



Lead a disciplined process.

Stay on track and in synchronization. Do the same thing at the same time using a thoughtful process.



Create psychological safety.

Create conditions conducive to high performance by making people feel safe to contribute and make an impact.



Set rules of engagement.

Establish clear expectations about what type of behaviour, thinking and ideas are appropriate in each stage of the process.

A LANGUAGE FOR COLLABORATION

People *know* different things — everyone comes to the table with a different set of knowledge, skills and experiences. People also differ in *how* they like to think — what we call our preferred operating style.

OneSmartWorld developed the 4D-i®, a scientifically validated psychometric instrument, that maps preferences for three types of thinking.

We use the same language of colour to plan easy-to-use problem solving and decision making processes. Each type of thinking is essential, but they can't happen all at once.

SMART people

Logical
Practical
Decisive

Analytical
Precise
Compassionate

Creative
Challenging
Imaginative



SMART processes

Get to the crux
Validate
Decide

Use data
Structure / organize
Build support

Brainstorm
Envision
Produce options

SMART IMPACTS

Being smart makes a huge impact. Here's what *Smarter Meetings* can do for you, your team and your business.



Efficiency and productivity

Get more done in less time using simple processes.



Relationships built on compassion

Build relationships through mutual understanding and respect of differences.



Innovation and creativity

Support innovation and creative problem solving using smart processes.



Personal development

Practice essential skills for success and become a more effective leader or team member.



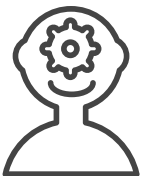
Better decision making

Make better decisions with a complete process that engages each type of thinking.



Diversity and inclusion

Build respect for difference by leveraging cognitive diversity.



More engaged people

Get everyone involved and tap into the remarkable brainpower of your team.



Boost performance with psychological safety

Create the conditions for teams to thrive using an approach that celebrates all thinking styles.



COURSE CONTENT

Smarter Meetings includes approximately six hours of learning content delivered entirely online, giving you the flexibility to work through each module at your own pace. A variety of videos, written content and engaging activities make *Smarter Meetings* richly engaging and easy to follow.

The following materials are included:

- Access to *4D-i@* and online results profile + toolkit
- Access to *Smart Agenda Manager (SAM)* + toolkit
- *Smart for Life*, e-book by Bob Wiele
- *The Power of Smarter Meetings*, e-workbook by Bob Wiele

Module 1

Foundations of High Performance Thinking

- Learn the OSW language of colour; how to detect what type of thinking others are using; how to set goals and make performance improvement plans.

Module 2

Plan & Design Smarter Meetings

- Learn what makes an effective meeting. Plan and design meetings that accomplish more in less time using thinking tracks.

Module 3

Meeting Leadership and Facilitation

- Become a meeting wizard. Learn to lead smarter meetings using the Five Practices of Smarter Meetings; manage conflict and support psychological safety; assess meeting performance and measure progress.



HOW IT WORKS

ANYTIME, ANYWHERE, ANY PACE

Smarter Meetings from OneSmartWorld is delivered asynchronously online via online learning management system giving learners the flexibility to tune in when they want, where they want and to work at their own pace. Need help along the way? We're here to support you. A live OSW representative is on hand to guide you.

A LEARNING COMMUNITY

With Smarter Meetings you are not learning alone. You will be part of a learning community and have the opportunity to connect with peers and other professionals from around the world.

TAKE IT TO THE NEXT LEVEL WITH AN OSW ASSOCIATE

After completing Smarter Meetings an OSW Certified Associate is available to facilitate customized training in advanced team collaboration and problem solving skills, that can be delivered in-person or online.

Visit onesmartworld.com to see our list of Certified Associates and to learn about how one of our independent consultants can work with your team to master meetings skills.

THE VALUE OF SMART

Poorly run meetings do more than just waste time. But over the course of a year, the cost to an organization is significant.



Meeting Cost Calculator

Research shows that the average team member spends 20 hours a week in meetings, of which they report half being wasted or unproductive. Visit www.onesmartworld.com to calculate how much your organization could be saving each year.

Team Meetings | Organization Meetings

1	Average number of people in a meeting	5	 
2	Number of hours per person, per week spent in meetings	20	 
3	Average number of work weeks per year	45	 
4	Average cost per hour per person	\$ 100	 
5	50% of time spent in meetings is a waste	5 Members/Meeting	
		20 Hours/Week	
		45 Work Weeks/Year	
		\$100/Hour	
	50%  	 	\$450,000

**Total Opportunity
for Improvement**

\$225,000

Ready to make a smart change?

Bring *Smarter Meetings* to your team.

Email: info@onesmartworld.com
Call: 1-800-387-6278 / (1-800-38-SMART)
International: +001-705-444-1234



About OneSmartWorld

OneSmartWorld is a performance improvement company. Founded in 2001, we help people and teams work smarter together using a simple common language that accelerates problem solving and improves collaboration.

We believe that brainpower is the most vital resource an organization has. Core to our work is the understanding that people are smart, they think differently and this cognitive diversity is a core strength. Being smarter together is about bringing that brainpower together to help leaders and teams get the most return on their collective intelligence. Our clients get better results, save time and make smarter decisions by fully engaging the remarkable abilities of their people. That's smart.