

Customized Meeting Protocol

Customized Meeting Protocol Overview

The demand on the time and energy of corporate employees continues to grow exponentially. Effective meetings, which create desired results without wasting resources, are imperative for all organizations. A common complaint we hear is that our clients have too many meetings and those meetings are not productive. In response, we created the Customized Meeting Protocol (CMP) to help companies create organizational alignment and policies around corporate meeting management. The objectives of the CMP include:

- Increase the productivity of your meetings
- Leverage technology in your meeting planning
- Standardize processes and communication for all meetings
- Reduce the time spent in meetings
- Reduce costs associated with meetings
- Increase the completion rate of meeting follow-up items

The Process:

We begin by identifying a project sponsor and conducting interviews to determine the meeting culture, business calendar, objectives, roles, and requirements of each work team. We then use that data to create a customized protocol document, which can be graphically designed to meet your company's branding guidelines. The document is delivered in PDF format and can be saved to a shared drive.

Reinforcing of the use of the protocol is critical for sustaining long-term success. As part of the program, we provide coaching to the team leaders responsible for formally distributing the protocol and training the staff. Internal champions lead the effort by delivering a customized PowerPoint® presentation and encouraging and promoting ongoing utilization of the protocol, creating the foundation for an appropriate meeting culture.

The Protocol:

The CMP document will help you define and create consistency with the following:

- Identify distinct meeting types
- Meeting set up
- Meeting attendees
- Using Outlook to schedule meetings
- Meeting times and durations
- Meeting agendas and objectives
- Meeting preparation
- Meeting facilitation and follow-up