

Effective Communications and Meetings

Change Management Program



This program is designed to transform your communication and meeting culture, by aligning your leaders and staff on a new paradigm for getting work done. The focus of the program is on individual behavior and team alignment to tackle the source of unproductive meetings and communications. This isn't one-and-done training—this is change management that fosters new behaviors, accountability, and commitment to making things better for individuals, the team, and the organization as a whole.

More than ever, we are hearing from our clients that unproductive meetings and ineffective communications are stunting productivity, hindering results, and taxing work/life balance. Meetings are being run without clear agendas and wasting valuable resources. Emails are being sent with unclear calls to actions and are getting stuck in inboxes. Attendees are half-listening on meetings as they try to multitask and get it all done.

Through a series of targeted alignment workshops to establish a baseline of new governance and guidelines, tactical productivity courses to teach best practices, and accountability surveys to measure results, we will help you move your team from meeting fatigue and overflowing inboxes to high-quality meetings and more effective communications to optimize your productivity.

Program Design

Phase One: Leadership Buy-In and Behavior Modeling

This phase will start with key stakeholders by getting alignment and buy-in on the program, then move into a series of productivity courses and 1:1 executive coaching sessions to build trusted systems in Microsoft Outlook and Teams. A productivity survey will measure baseline behaviors to track cultural shifts over time.

Phase Three: Preparing the Environment for Change and Implementation

This phase rolls out the productivity courses, productivity survey, and governance and guidelines, beyond the key stakeholders, to rest of the team or organization for widespread adoption.

Phase Two: Aligning on Governance and Guidelines

This phase will work with key stakeholders to form and align on the most impactful governance and guidelines that will be rolled out to the team, for more productive meetings and communications.

Phase Four: Sustainability and Accountability

This phase is the capstone on the program, ensuring the new behaviors, governance, and guidelines are fully adopted for long-term sustainable impact. Three months after the program, a final accountability survey captures positive changes and opportunities for improvement.

Reach out to us if your organization is ready to transform your culture of meetings and communications.