

# Best Practice Workshop

## No More Dodgeball Meetings

### *The 1/4-Page Meeting Planner*

Date

Time: (75 minutes)

Location

Sponsor

[sponsor logo]

Ever been in a meeting where people are trying to bean each other with their own ideas—and dodge yours?

Earn a reputation for snapping every meeting into focus. **In one hour**, you'll learn how to use the **1/4-Page Meeting Planner**, tapping **The Index**, the standard language of management. You'll work through a **mini-case** to ensure your three unique questions are at the **CEO's level**.



### Who Should Participate: Anyone Wanting Shorter, Better Meetings

- People who have—or want—P&L responsibilities
- Salespeople needing to think like the customer's CEO
- New managers needing a crash course in the language of management

### 10 Minutes of Prep (and a mini-case)

1. Download the ¼-Page Meeting Planner from The Toolkit at [www.theindex.net](http://www.theindex.net)
2. While you're there, click around The Index and watch the 1-minute video
3. Now, think about your favorite shoe repair shop...

### Lead Facilitator



Derrick Van Mell is with The Center for Management Terms & Practices. He's spoken across the US and in Europe and Asia, been Guest Lecturer at the University of Wisconsin-Madison and led programs at the Lubar College of Business. He's worked with hundreds of executives on governance, planning, and development. He's published dozens of articles on management and three books, including *Question-Based Planning* and *Atoms & Orchestras: The Case for Standards-Based Management*.

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