



EDULEADER[®] and the importance of effective meetings

Recently, a Harvard Business Review study reported that preparation for a weekly executive committee meeting required 300,000 person-hours annually - and that did not include the hours devoted to the actual meeting. Approximately 40% of a manager's time is spent in meetings and this percentage is even higher for executives.

Since meetings represent such a significant portion of a company's time, it's important that this time be spent wisely. The HBR study also showed that the best-performing companies (in terms of ROIC, operating margin and revenue growth) in a number of industries were those companies that managed time effectively in order to boost the productivity of their employees. Comparing these top performers to the others in their industries revealed a 180% differential in total shareholder return over 10 years.

Why EduLeader?

Stuart Levine & Associates LLC (SL&A) is an industry leader with over 20 years of experience guiding CEOs and senior leadership teams in strategy, strategic implementation, productivity, leadership development, change management, governance and moving organizational cultures.

Over the years we have created a sure-fire leadership development philosophy:

- Focus on mission, strategy and results
- Create work environments that enable creativity and innovation
- Eliminate communication breakdowns
- Strengthen corporate culture
- Engage the customer

Now SL&A has created EduLeader LLC, an interactive digital learning experience that increases both organizational capacity and individual leadership, ensuring that both the company and its employees have the right skills to achieve desired results. The skills cultivated from EduLeader's suite of courses will ensure alignment, accountability and a more focused workforce that creates energy and encourages collaboration.

All EduLeader courses are innovatively designed, simple to use, easily accessible through all mobile devices and SCORM compliant, helping learners to:

- Link leadership development to organizational mission and strategy
- Focus on immediately implementable business outcomes and practical learning
- Move organizational culture through common language and common practice
- Learn through both audio and visual mediums and a variety of tools including short videos, scenarios, interactive exercises and knowledge checks



Who would benefit?

EduLeader courses are geared for companies looking to grow revenue, encourage innovation and collaboration, make faster strategic decisions and implement more effectively. The course is designed for anyone in the organization who attends meetings – both the facilitator and the participants – and will increase productivity as well as set high standards for meeting effectiveness. Meetings can be over the phone or in person; one-on-one or large groups of people. EduLeader's Effective Meeting Management course can be used as a culture-changing tool throughout all levels of an organization. It can help effectuate real change in order to create strategic alignment, disseminate strategic objectives and increase the bottom line – which is the ultimate purpose of any meeting.

How is the course structured?

The Effective Meeting Management course is comprised of three half-hour sessions:

1. **Pre-Meeting Planning** explains the importance of meetings, incorporates the company's mission statement, creates focused agendas and sets the ground rules for effective meetings.
2. **The Effective Meeting** ensures that all meetings have a defined purpose, guidelines for behaviors that respect the deployment of human capital, alignment through common language, clear next steps and assigned accountabilities.
3. **Post-Meeting Wrap** shows how to conduct a meeting debrief, use a Next Steps template and create a Personal Action Plan to improve meeting management skills.

Each session consists of videos, including text recaps for different learning styles, written content, real-life scenarios, knowledge checks and course downloads to use as a resource after the course is complete.

What are the results?

- Provides the solution for increasing productivity and collaboration throughout an organization
- Sets a new bar and new standards for effective behaviors
- Increases competencies around skills that will drive organizational results, strategic communication and energy at all levels
- Builds organizational and individual meeting management skills and leadership capabilities
- Improves workforce productivity through time saved and by focused actions that ultimately lead to improved financial results
- Creates and strengthens a culture shift through respectful actions that set new expectations and accountability throughout an organization

How has this course helped others?

By training all senior leadership in effective meeting management, one client strengthened its culture, increased productivity and grew its asset base from \$2B to \$5B. Another client used the course to train their entire corporation in meeting management skills and increased their market value by over 30% prior to the sale of the organization.

To find out how we can help you achieve similar results, please contact us at info@eduleader.com or call 212-874-9600. And to see highlights from EduLeader's Effective Meeting Management Course, please go to the following link to view a video: www.eduleader.com