



## Why EDULEADER<sup>®</sup> Effective Meeting Management for Corporations?

SAVE TIME, SAVE MONEY, INCREASE PRODUCTIVITY

Have you ever asked yourself any of the following questions?

- How can I facilitate culture change and improve creativity?
- How can I achieve more rapid execution of strategy, better follow-through, more accountability and more effective time management?
- How can I improve productivity and increase profits?
- How can I help employees develop the skills they need in today's fast-changing environment?
- How can I attain improved levels of employee engagement, satisfaction and retention?

If you've asked yourself any of the above, then we have the right solution for you.

EduLeader LLC online leadership courses, powered by Stuart Levine & Associates, can be at your fingertips on the digital platform of your choice.

EduLeader courses are designed to increase both individual leadership skills and organizational capacity so that both the company and its employees have the right skills to ensure alignment, accountability and a more focused workforce that creates energy and encourages collaboration and innovation.

### Effective Meeting Management Course:

- Three half-hour sessions: Pre-Meeting Planning, The Effective Meeting and the Post-Meeting Wrap.
- Proprietary PLAN model (Purpose, Line up the right elements, Act effectively and Next steps) helps learners remember the easy steps to ensure successful meetings.
- Mix of short videos and text keeps both auditory and visual learners engaged.
- Progress is tracked through a series of sample scenarios and knowledge checks, providing learners with real-time feedback on their responses.
- Knowledge checks are graded and can be captured by HR on the back end through SCORM reporting tools.
- Comprehensive checklists as well as templates to improve meeting flow and keep projects on target.
- Personal Action Plan helps learners review all the concepts from the course and encourages them to state what actions they will take to set new standards for effective behaviors in meetings.



### Easy to Use and Customizable:

- Participants can conveniently log in on any PC or mobile device
- Accessible through the EduLeader LMS or your own LMS as a SCORM file
- Can be customized with your brand, logo and CEO message
- Pre and Post in-person facilitation and consulting available
- Benchmarking available after 1 month and 3 months to measure impact

### Deliverables:

The EduLeader Effective Meeting Management Course is designed to help individuals and organizations save money, save time and increase productivity. Research shows that 36% of a manager's time is spent in meetings and only 39% of meetings achieve their objectives, putting a financial drain on companies. Participants will learn how to conduct and participate in more focused and cost-effective meetings resulting in:

- Increased Productivity
- Positive Culture Change
- Enhanced Strategic Execution
- Strengthened Organizational Leadership Capacity

### Incredible Financial Value:

The most cost-effective way to build leadership skills, set guidelines that encourage productivity and enhance organizational capacity.

- Leads to bottom-line results and leveraging of human capital to drive financials and employee satisfaction, which directly impacts customer satisfaction

### About EduLeader:

EduLeader, powered by Stuart Levine & Associates LLC, is an interactive digital learning experience that increases both organizational capacity and individual leadership to achieve results.

Stuart Levine & Associates LLC is an industry leader with 20 years of experience guiding CEOs and senior leadership teams in strategy, strategic implementation, productivity, leadership development, change management, governance and moving organizational cultures. By learning and applying the fundamentals of good business provided through the EduLeader courses, participants will be able to compete and navigate with greater success in today's challenging and complex business environment.

**Let's collaborate to build your organization's meeting management skills now!**

Contact us today for more information at [info@eduleader.com](mailto:info@eduleader.com) or call us at **212-874-9600**.

**EduLeader powered by Stuart Levine & Associates**

**Learn as Fast as the World is Changing**

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