



IMPROVE YOUR MEETING CULTURE

-  Do you know how many hours your organization spend in meetings?
-  Do you have a lot of ineffective meetings with lack of conclusions on decisions?
-  Do you know the number of recurring decision-meetings you have and do you communicate effectively from these?



A dedicated focus on meeting effectiveness can reduce time spent in meetings with up to 25 %

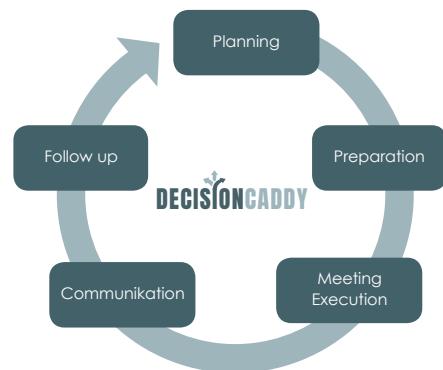
DecisionCaddy are specialists in meeting execution and improvements of meeting culture. We focus on decision-meetings in larger organizations, e.g. executive management meetings, leadership meetings, steering group meetings and other cross-organizational meetings. We believe that digitization of decision-meetings can revolutionize the way meetings are executed today.

TRAINING IN MEETING FACILITATION



We work with you, in your organization, to improve your meeting culture. Meetings are very different in nature, and based on our experience as executive assistants, project managers, director of strategic initiatives, and management consultants we know how to address each kind. Starting with your most important decision-meetings we facilitate the implementation of a shared best-practice across these meetings.

Five Phases of Forum Facilitation



ANALYSIS OF MEETING EFFECTIVENESS AND POTENTIAL



Through interviews and information from calendars we conduct a qualitative and quantitative analysis of your total meeting time consumption, and the effectiveness in the most important decision-meetings. In some organizations it is normal to invite for new/additional meeting series without considering whether existing meeting series should be adjusted or cancelled. This leads to excessive number of meetings with overlapping purposes and agendas. Our analysis will address this challenge and propose simplifications.

TALK ON MEETING CULTURE AND DIGITIZATION OF MEETINGS



Most organizations experience an increase in the number of meetings, and an increasing share of these are online meetings, e.g. via Skype, MS Teams, teleconference, video conference, or a combination of these. Book us to give a talk on how technology, time zones, and complex organizational structures represent both challenges and enablers of improved collaboration in meetings.

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