



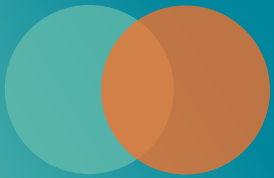
stop
meeting
like this

COURSE OFFERINGS

Ready to get started? Most engagements with *Stop Meeting Like This* are custom-designed to meet your unique needs and goals. Reach out to us at info@stopmeetinglikethis.com for more information or to schedule a call.

We also offer an array of one-hour to half-day courses designed to help your team begin to build skills for smarter collaboration. Start with one or create your own series. Check out our current offerings and send us a note at info@stopmeetinglikethis.com to schedule or to learn more.

Facilitating Effective Meetings



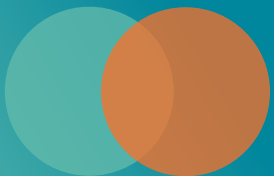
Many knowledge workers spend over half their working lives in poorly framed, mismanaged meetings — a waste of their precious time and energy. In this two-part series of highly interactive sessions, you'll learn how to design and facilitate conversations that are effective, inclusive, and results-driven. Topics include matching the meeting design to the purpose, managing derailers, how to lead from any chair, and how to ensure that the decisions and actions stick.

Total Course Hours: 4 (split between two 2-hour sessions)

Learning Objectives:

- Upgrade the quality of your internal meetings through intentional design and management
- Enhance your ability to powerfully frame and facilitate high-stakes engagements

Time for a Fresh Start



Ever find yourself in a working rut? The days seem never-ending and yet unproductive? Fortunately, any day can be the right day for a fresh start.

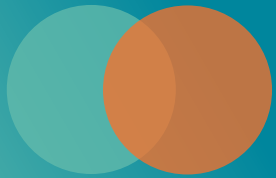
In this course, you'll learn quick-win strategies for improving your work-life right now, from stopping the meeting madness, to taking control of your inbox, to creating time to actually do your work.

Total Course Hours: 2

Learning Objectives:

- How effective collaboration contributes to joy and productivity in the workplace
- Why inefficient meetings waste time and money, and quick-win strategies for improvement
- Ways to block and protect focus time, and how avoid distractions to leverage it productively
- The importance of creating opportunities to rest and refuel

Mastering Mindsets



How we manage ourselves has everything to do with our mindsets — the underlying beliefs, assumptions, and recurring thoughts we bring to every situation. Our mindsets drive our behavior and in turn, our behaviors determine the results we get.

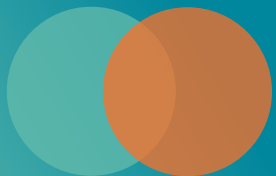
This interactive, virtual session will help you reflect on and articulate your individual implicit leadership beliefs and help you shift these beliefs when they no longer serve you. This course is recommended for anyone — individual contributors and managers — looking to get “unstuck” in their work and leadership.

Total Course Hours: 2

Learning Objectives:

- Explore the connection between mindsets and behavior
- Practice shifting mindsets using storytelling as a vehicle
- Compare and contrast two common and important mindsets
- Identify your own leadership beliefs / mindsets

Banishing Burnout



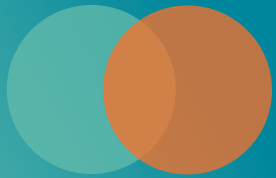
This experiential virtual session provides a practical approach to combatting the crises of busyness, burnout, and isolation. Using a diverse set of best practices that are easy, effective, and enjoyable, you will gain mindsets and tools to rebalance from the stressors of daily work-life. You’ll have an opportunity for interaction, Q&A, and breakout discussions focused on developing individualized wellbeing experiments. This session is informed by science, inspired by the arts, and infused with joy.

Total Course Hours: 2

Learning Objectives:

- Understand the components of burnout and the business case for workplace wellbeing
- Unpack four universal practices to rebalance in an ever-changing world and apply the science of wellbeing to your life

Leading Collaboration



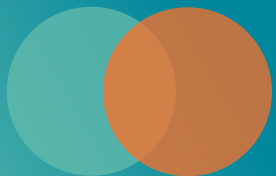
Leading highly collaborative and complex work is both an art and a science. This interactive, virtual session will help you enable your team without getting in their way. During this session, we'll leverage author Liz Wiseman's research on "Multipliers" to identify your "Accidental Diminisher" tendencies and learn common pitfalls for managers leading collaborative teams. Sometimes what you don't do is even more important than what you do!

Total Course Hours: 2

Learning Objectives:

- Leverage *Stop Meeting Like This's* "Leader Signals" framework to help you be a "Multiplier"
- Reflect on your "Accidental Diminisher" tendencies and the unintended impact of these behaviors
- Practice coaching someone on their "Diminisher" tendencies using the Coaching Habit worksheet
- Commit to practicing a specific experiment based on your development goals

Managing the Transition to Hybrid Work



Working remotely during the early days of the pandemic was certainly challenging. But one reason it worked as well as it did was because *everyone* was remote. Returning to the office in a hybrid model brings another layer of complex challenges in managing people as well as managing work.

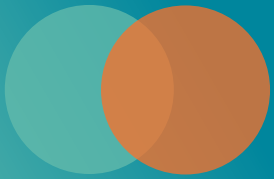
This interactive, virtual session will provide useful strategies for managing the complex mix of remote, hybrid, and in-person work, and keeping people empowered and on track.

Total Course Hours: 2

Learning Objectives:

- Articulate the challenges of hybrid work
- Define the four keys to success of hybrid work
- Practice implementing techniques proven to make hybrid work actually work for you and your team

Delegate with Confidence



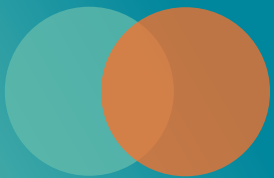
Successful delegation is one of the hardest skills to master as a leader, but it is an essential foundation for effective leadership. This session will provide new ways to think about the WHO, WHY, WHEN, and HOW of delegating to help you deliver business results while empowering and motivating your team.

Total Course Hours: 2

Learning Objectives:

- Learn about the “Multiplier” mindset from author Liz Wiseman’s research
- Practice applying the “CLEAR” model of delegation
- Understand how your leadership or work style informs your delegation style

Coaching for Development



When we shift from being an individual contributor to a manager, one of the most common pitfalls is leading by telling — explaining to others what they should be doing and how they should be doing it. To enable people to do their best work, we need to empower and develop our people through effective coaching.

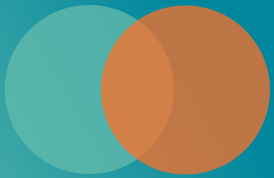
What are the principles of effective coaching? And what coaching tools do leaders need to pull the best out of their teams? This session will help to answer these questions and provide a forum for practice.

Total Course Hours: 2

Learning Objectives:

- Learn about the elements of an effective coaching conversation
- Practice asking powerful questions and listening to help others discover how they will grow, while driving clarity, accountability, and encouragement

Designing Intentional Collaboration



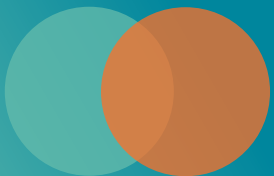
Building collaborative systems that your teams can trust will allow you to unlock more capacity and more efficiently produce results. Particularly in a hybrid work environment, it is critical to streamline how collaboration happens. During this session, participants will review the three modalities by which collaborative work takes place and learn how to design collaborative work most effectively in a hybrid environment.

Total Course Hours: 2

Learning Objectives:

- Develop an understanding of the three modalities we use to collaborate
- Learn strategies to improve your performance in these modalities including more effective meetings, better use of think time, and efficient asynchronous collaboration
- Gain the tools to effectively collaborate across all three modalities within your teams, particularly in a hybrid work environment

Make Your Calendar Work for You



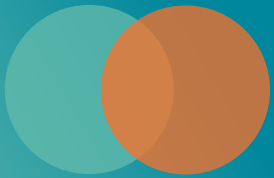
Are your days booked back-to-back with meetings or hacked into pieces by scattered appointments throughout? For many, there isn't time reserved for mental breaks, much less uninterrupted stretches for thinking and creating. Your calendar isn't actually the problem, of course; the problem is whether you're able to safeguard your time and productivity. During this session, you'll learn strategies to preserve your time and energy in order to tackle your highest priority activities.

Total Course Hours: 2

Learning Objectives:

- Understand the *Stop Meeting Like This* model for the three different modalities in which we collaborate
- Explore strategies to improve your performance in these modalities including more effective meetings, better use of think time, and efficient asynchronous collaboration
- Reclaim control over your calendar by taking stock of how you use your time and practice strategies for turning it into a true productivity tool

Powering Down Perfectionism



Ever feel like “trying your best” has suddenly become the bar for everything you do? Perfectionism — overly high standards and critical self-evaluation against them — isn’t the strength we polish it to be in job interviews. It is actually a major challenge to productivity, performance, and perhaps most importantly, our health.

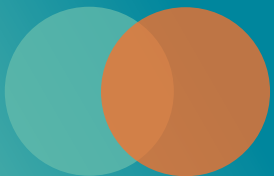
The good news is that simple shifts in perspective can go a long way in silencing that internal critic. Whether you’re trying to create a healthy and high-performing team or you’re already part of one, this virtual session will help you achieve high-quality results with less overall stress.

Total Course Hours: 2

Learning Objectives:

- Understand the impact perfectionism is having on your health, happiness, and productivity
- See the line between “going above and beyond” and perfectionism, and learn simple mindset shifts to help you maximize your time, reset your expectations, and celebrate progress
- Gain use-now strategies for cultivating an organizational culture of resiliency and growth, creating healthier teams without sacrificing quality

Create a Constructive Feedback Culture



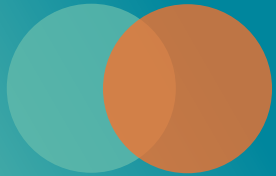
Rarely does feedback support the desired outcome — an improvement in individual performance. Instead, it typically activates defenses, shuts down curiosity, and has exactly the opposite effect. In this workshop, we’ll discuss how to create a culture where you can freely share feedback and capture the true potential of learning from one another.

Total Course Hours: 2

Learning Objectives:

- Understand how building strong relationships with the people on your team makes the shared goal of feedback clear: to help them be their very best and find joy while doing it
- Learn how to operate from a growth mindset, and how an emphasis on effort and persistence can help ameliorate anxiety around receiving feedback, especially for high-performers
- Gain strategies for normalizing the act of providing feedback — and appreciation — so it becomes part of how you work day-to-day

Inclusive and Effective Hybrid Meetings



Hybrid meetings can be challenging, but they don't have to be! During this interactive virtual session, you'll learn about best practices for hosting and participating in hybrid meetings that foster inclusion and advance the work. We'll explore how to design, facilitate, and participate in hybrid meetings with intention, and you'll walk away with concrete actions to apply to your next meeting.

Total Course Hours: 2

Learning Objectives:

- Share your experience with hybrid meetings and commit to trying these new practices
- Learn and try out best practices for before, during, and after a hybrid meeting
- Enable you to set a higher standard for the inclusiveness and effectiveness of hybrid meetings