

## **EFFICIENT MEETINGS**

Common/

### **KICK OFF WITH BLOB**

#### **Efficient Meeting Services:**

- . Meeting Planning
- . Facilitation Training
- . Agenda Development
- . Time Management
- . Use of Technology
- . Preparation Materials
- . Participation Strategies
- . Effective Communication Skills
- . Conflict Resolution
- . Follow-Up Procedures
- . Meeting Evaluation
- . Accessibility Considerations
- . Crisis Management
- . Continuous Improvement
- . Customized Training Programs

**Elevate your meetings with our Efficient Meeting services.  
Tailored solutions for enhanced communication,  
collaboration, and productivity.**

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Our Efficient Meeting Services are designed to elevate the quality and effectiveness of your meetings, ensuring enhanced communication, collaboration and productivity. From meeting planning to follow-up procedures, we provide comprehensive solutions tailored to your organization's specific needs and objectives.

With a focus on meeting planning and agenda development, we ensure that meetings are well-organized and purposeful. Our facilitation training equips your team with the skills needed to conduct productive meetings, including effective time management and the use of technology to enhance engagement.

Furthermore, our services encompass strategies for effective communication, conflict resolution and continuous improvement, fostering a culture of collaboration and accountability. Whether it's developing customized training programs or implementing accessibility considerations, our goal is to optimize your meetings for maximum efficiency and success.

**Service particularity:** 1 regular 2h weekly session on prescheduled day and time for 3-month period; Initial Chat included/ can be delivered to team leader or full team/ some of the services can be ordered separately under special circumstances

**Blob team engagement:** 2 expert level consultants, junior associates

**Type of meeting:** face to face

**Place of meeting:** agency office

**Output:** achievement of continual efficient team meetings - structured meeting agenda, active participation from team members, effective facilitation, collaborative decision-making and documented action items for follow-up

## Pricing. Efficient Meetings

### BASIC DIFFICULTY LEVEL:

- . **Fixed price:** 2.000 EUR/ per project
- . **Criteria:** suitable for individuals or small teams with limited meeting management experience
- . **Argument:** at the basic difficulty level, efficient meeting services focus on fundamental aspects such as meeting planning, agenda development and time management. These services cater to individuals or small teams who may struggle with unproductive meetings, lack of clear objectives or poor time utilization. The emphasis is on providing foundational skills and strategies to enhance meeting effectiveness and productivity

### INTERMEDIATE DIFFICULTY LEVEL:

- . **Fixed price:** 2.500 EUR/ per project
- . **Criteria:** geared towards mid-sized teams or organizations seeking to improve meeting efficiency
- . **Argument:** intermediate difficulty level efficient meeting services offer more comprehensive support in areas such as facilitation training, use of technology and participation strategies. Teams at this stage may face challenges related to ineffective communication, low engagement or difficulty in resolving conflicts during meetings. These services focus on developing advanced facilitation skills, leveraging technology for virtual or hybrid meetings and promoting active participation to drive meaningful outcomes

### ADVANCED DIFFICULTY LEVEL:

- . **Fixed price:** 3.000 EUR/ per project
- . **Criteria:** targeted towards large organizations or teams operating in complex environments
- . **Argument:** advanced difficulty level efficient meeting services involve advanced techniques in effective communication, conflict resolution and crisis management during meetings. Organizations at this level may have diverse stakeholders, competing priorities and high-pressure meeting scenarios. These services offer tailored solutions to navigate complex dynamics, handle challenging situations and ensure productive outcomes. The emphasis is on fostering a culture of continuous improvement and organizational learning to elevate meeting effectiveness

### CHALLENGING DIFFICULTY LEVEL:

- . **Fixed price:** 5.000 EUR/ per project
- . **Criteria:** designed for organizations facing significant meeting-related challenges or transformational needs
- . **Argument:** challenging difficulty level efficient meeting services address critical issues such as accessibility considerations, meeting evaluation and crisis management. Organizations at this level may experience systemic inefficiencies, resistance to change or crises that impact meeting effectiveness. These services involve deep diagnostic assessments, customized training programs and strategic interventions to drive sustainable improvements. The emphasis is on driving organizational transformation and fostering a culture of excellence in meeting management

By categorizing Efficient Meeting Services into these difficulty levels organizations can identify their current capabilities and select the appropriate level of support to enhance meeting effectiveness and productivity. Each level offers tailored solutions and strategies to address specific challenges and optimize meeting outcomes.