



Learning Impact NG

MEETING ROI

Effective Meeting Management



Managing Meetings

Meetings have become a dominant part of the work culture today with Executives and Managers spending significant parts of their entire work days in one meeting or the other, hence the expression “Management by Meetings”. However, most meetings end-up being quite un-productive because managers and executives have not learned and applied the disciplines for managing meetings effectively and efficiently. Our workshop on Managing Meeting will help increase the return on Investment (ROI) of every meeting in your organization.

Meeting Challenges and Mistakes

In this opening module, we will explore the common mistakes and challenges that we all experience with the management of business meetings and identify some of the root-causes of these challenges that will form the basis for the rest of the program

Planning Your Meetings

This module on Planning Your Meetings will expose participants to all the tools and activities they need to use and put in place to be able to plan and prepare properly for meetings and ensure that the meetings create a positive ROI.

Managing Meeting Proceedings

The proceedings of meetings need to be managed properly with the right combination of communication skills, stakeholder engagement, discipline, diplomacy and organizational savvy. Participants will learn to apply various tools that reflect these skills in this module.

Minutes and Records of Meetings

Keeping proper records of the proceedings of meetings is important and, in this module, we will explore modern approaches to writing meeting minutes and ensuring that the deliberations and conclusions reached at meetings are captured and communicated effectively.

Meeting Follow-Ups and Actions

In the final module, participants will apply a number of tools to ensure that the resolutions reached and action points from meetings are implemented. You cannot get any ROI from meetings if the actions are resolutions are not implemented and tracked properly.

Delivery will involve the use of a number of experiential activities including self-assessments, case studies, reflective practice and role plays, amongst others. Program can be further customized to meet the organization’s specific needs



About Learning Impact NG

Our Company

Learning Impact NG is a leading provider of organizational learning, strategy consulting and financial literacy solutions in Nigeria. The company was incorporated on the 25th of June 2010 and was founded by Omagbitse Barrow, a youthful and dynamic Investment Banker, turned Human Resources and Learning professional who had spent a decade working at Investment Banking & Trust Company (IBTC) and later Stanbic IBTC Pension Managers and Stanbic IBTC Bank.

We have worked with some of the largest institutions across a variety of industries in Nigeria's private, public and non-profit sectors. In addition to traditional classroom training, we are at the forefront of the use of learning technology in Nigeria with our innovative Animated Educational Videos that we have deployed for several institutions; our 100% home-made Learning Management System with robust indigenous courseware; and our unique EPaper Vendor service and other Knowledge Management Services that we offer.



Our Methodology

Based on our proprietary Learning Impact Model, our team of designers and facilitators at Learning Impact NG are focused on ensuring that the impact

of all our solutions is sustained beyond the "event" or "intervention". We pay attention to the following in all our intervention design and delivery:

- 1) Adult Learning Principles;
- 2) Human Performance Improvement;
- 3) The Learning Impact Model;
- 4) Programmatic Evaluation;
- 4) Experiential Design & Delivery;
- 5) Scalability and Impact.

We use case studies, role plays, reflective thinking, scenarios, in-baskets, individual and group activities, games and a host of other experiential learning and discovery-based tools to design and deliver our trainings.



Our People

We have a strong internal academy led by Omagbitse Barrow, a prize-winning Chartered Accountant and critically acclaimed workplace learning professional and supported by Regina Makyur, a first-class graduate of Economics and a Doctoral candidate in Economics, and Anthony Oni, an experienced learning designer. We also tap into the expertise of a wide and very experienced external faculty for our programs, and our Faculty model is driven by a commitment on on-going learning and research, micro-learning and a strong commitment to publications and innovation.



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