



HummingByrd Inc.

Meeting Skills Micro Sessions

Full Course or Specific Needs Options

***Strategy & Hands-on Tools for
Achieving Meeting Success!***





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Meeting Skills

Session	Objective	Time
Planning & Designing YOUR Meeting Strategy & Measuring Performance	<ul style="list-style-type: none">• Strategically Plan Meetings• Setting Clear Measurements for Success• Target Impact	90 Mins
Leading Discussions	<ul style="list-style-type: none">• Build an image of the Discussion• Design a flow• Consider Attendees Needs	90 Mins
Facilitation Tools	<ul style="list-style-type: none">• Choose the right process to achieve the result• Practice different processes• Understand online options	90 Mins
Reaching Results & Setting Action Plans	<ul style="list-style-type: none">• Ensure clear results are created• Set up next steps	90 Mins





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Meeting Skills - Full Course

Objectives:

- Enhance Meeting Facilitation Strategies and Tools
- Design and Lead Meetings for Optimal Results
- Build Relationships

Register Now

Fee: ¥37,500

(excl. tax)

4 Sessions

Sessions:

Planning & Designing Meeting Strategy
Leading Discussions
Facilitation Tools
Reaching Results & Setting Action Plans

Session Details on Pages 5 - 8





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Planning & Designing Meeting Strategy

Objectives:

- Strategically Plan Meetings
- Setting Clear Measurements for Success
- Target Impact

Register Now

Fee: ¥10,000
(excl. tax)

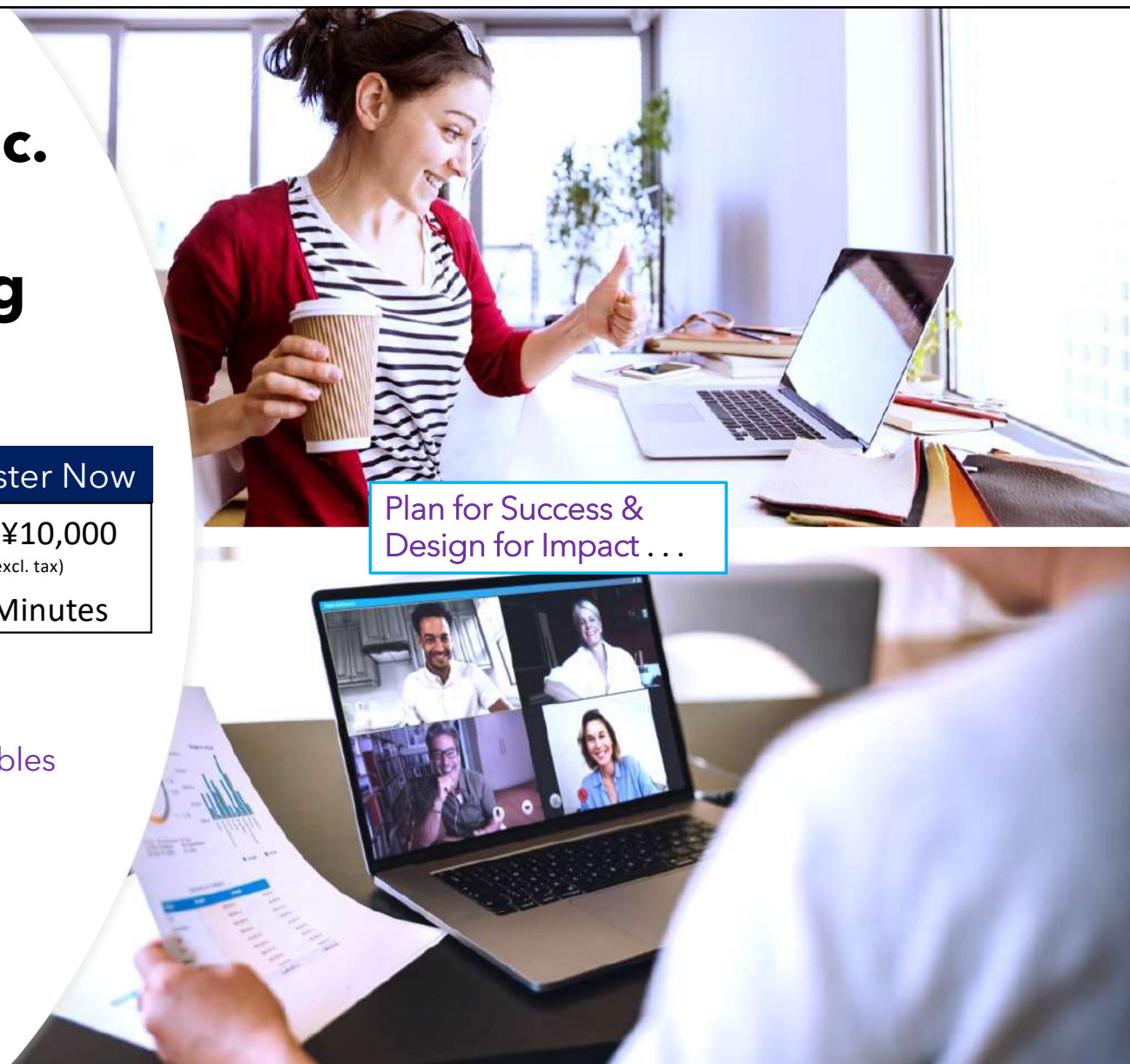
90 Minutes

Part 1: Meeting Planning

Strategically Plan Meetings with Clear Measurables for Success to Achieve YOUR Target Impact

Part 2: Practical Application & Feedback

Practice Mini-Meetings & Feedback



Plan for Success &
Design for Impact ...



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Leading Discussions

Objectives:

- Build an image of the Discussion
- Design a flow
- Consider Attendees Needs

Register Now

Fee: ¥10,000
(excl. tax)

90 Minutes

Part 1: Facilitating Active & Positive Discussions

Enhance Skills to Involve Others & Ensure Active Discussions in Meetings through Designing the Flow & Considering Attendee Needs.

Part 2: Practical Application & Feedback

Practice Mini-Meetings & Feedback





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Facilitation Tools

Objectives:

- Choose the right process to achieve the result
- Practice different processes
- Understand online options

Register Now

Fee: ¥10,000
(excl. tax)

90 Minutes

Part 1: Understand the Types of Tools

Explore the Different Tools & How to Use Them.

Consider Meeting Medium & Result.

Part 2: Practical Application & Feedback

Practice Mini-Meetings & Feedback





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Reaching Results & Setting Action Plans

Objectives:

- Ensure clear results are created
- Set up next steps

Register Now

Fee: ¥10,000

(excl. tax)

90 Minutes

Part 1: Ensure Clear Results - Techniques / Actions

Develop Skills to Track Meeting Discussions, Summarise Discussions & Build Out an Action Plan with Clear Measurable Targets.

Part 2: Practical Application & Feedback

Practice Mini-Meetings & Feedback





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Essentials . . .

- ✓ All Sessions Done on MS Teams
- ✓ Multiple Session Dates Available
- ✓ Downloadable Materials
- ✓ Preparation Required
- ✓ Certificate on Completion
- ✓ Payment by Credit or Debit Card

MEETING SKILLS – FULL COURSE CERTIFICATE OF COMPLETION

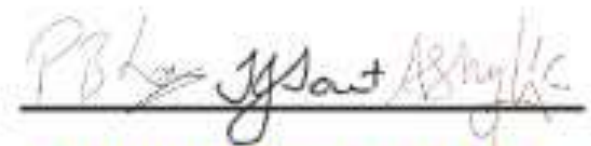
To

Bryon Cassidy

In recognition of your fantastic work completing the

Meeting Skills – Full Course

Awarded on June 15, 2021



THE HUMMINGBYRD BOYS

HummingByrd Inc



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Got a Question or Need Some Help ...



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HummingByrd Inc.

About HummingByrd . . .

Since its founding in 2013, HummingByrd Inc. has been helping successful leaders and teams achieve positive, long-term and measurable change in mindset and behavior – in their work and personal lives that is sustained and recognized by stakeholders – in other words, by people whose lives are directly impacted by their decisions, words, actions & non-actions . . .

Empowering YOU to Succeed



**Define what
SUCCESS looks
like for you!**

Contact Us . . .



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