



# The Meeting Team 'Tune-Up'

by Create Awesome Meetings



## Are you ready to take your meetings to the next level by:

- Using time more effectively?
- Improving engagement?
- Being more strategic?
- Having more fun?



## Are you a...

- **Manager**
- **CEO**
- **Employee**
- **Meeting Facilitator**
- **Staff Trainer**
- **Hater of meetings**

...who wants their next meeting to be awesome?

## Then it's time for a Meeting Team 'Tune-Up'!

The Meeting Team 'Tune-Up' is a **practical, affordable**, 3-step strategic process led by Professional Meeting Facilitator and Consultant, Gord Sheppard.



- Establish key objectives with Senior Leaders
- Gord pre-interviews all team members to get a current state assessment as well as their suggestions



- Gord Facilitates an open and practical 3-hour session with the team
- Key issues are discussed, resolved and actionable tasks are assigned to team members



- Gord does a session review with Senior Leaders
- You'll receive a customized report with action steps

## With this Meeting Tune-Up you'll get:



- A practical workbook
- An objective outside opinion
- A chance to build stronger relationships with your team
- A real productivity boost!

Cost = \$1,500+GST for groups of up to 25 people (includes travel within Alberta)

## Your Facilitator

Gord Sheppard is a Meeting Facilitator and Consultant who combines his experience in more than 2000 meetings with a MBA and Prosci Change Management Certification to offer a people-centred approach that can help you transform your meetings and take them to the next level!



- Ready to book a 'Tune-Up'? Get in touch!
- P: 780-906-1799 / email: [gord@createawesomemeetings.com](mailto:gord@createawesomemeetings.com)
- Or learn more at [www.createawesomemeetings.com](http://www.createawesomemeetings.com)



# What people are saying about working with Gord Sheppard...



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“Over the years, I have been part of numerous planning sessions, but I have to say that Gord's ability to get straight to the point and see through all of the cloudiness is inspirational. He has an uncanny gift of being able to read individuals and situations, while bringing out their best in a very short amount of time. He helped us to produce great results that are truly actionable.”



Cynthia Annett  
Board Chair  
Special Olympics  
Edmonton

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Nadine Riopel  
Facilitator and  
Community  
Organizer

“Having gathered a group of smart and powerful people to consult on a potential new project, I was nervous; these were not people with time to waste. I put my trust in Gord to create a meeting that would make good use of the time they were spending in the room that day, and he did not disappoint. Somehow, he simultaneously fostered a relaxed and casual atmosphere while keeping us on topic and on schedule. He ushered us through an extremely productive and rewarding conversation but never gave us any feeling of being controlled or overly formal. Not only did we accomplish our objectives, several of my attendees commented to me afterwards on the quality of the meeting and the facilitation. I'm grateful to have had Gord in my corner that day.”

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“Working with Gord has radically changed how I view my business and these changes are already leading to new growth for my company.”



Alex Armstrong  
Owner - Three  
Tall Women  
Design Inc.

### Partial Client List

- Alberta Racquetball Assoc.
- Arch Enterprises
- ATB Financial
- Beaumont Chamber of Commerce
- Canadian Condominium Institute: North Alberta
- Electrical Contractors of Alberta Assoc.
- Ellis Don Construction
- EmployAbilities
- Government of Alberta: Tourism Parks & Recreation
- Kids Up Front Edmonton
- MacEwan University
- RCMP
- Red Deer College
- Special Olympics Alberta
- Trican Well Service
- University of Alberta
- Weyerhaeuser



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