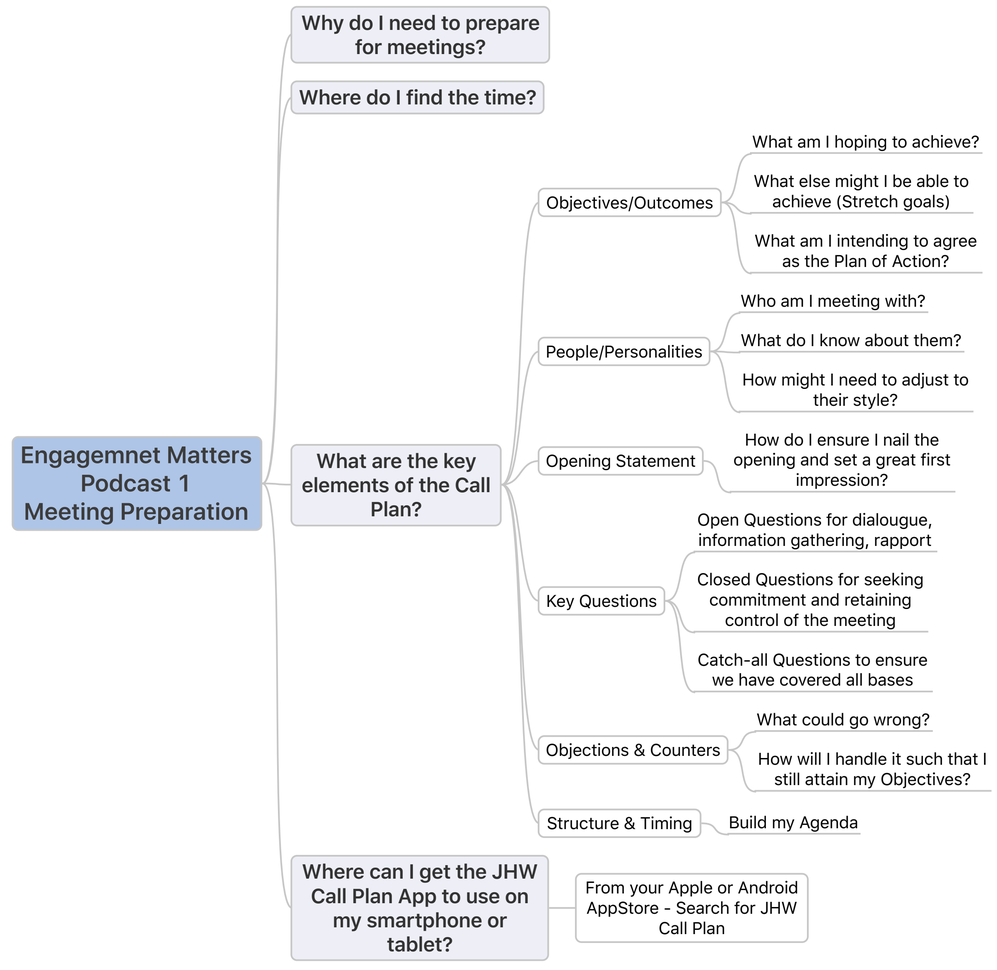
Engagemnet Matters Podcast 1 Meeting Preparation
Why do I need to prepare for meetings?
Where do I find the time?
What are the key elements of the Call Plan?
Objectives/Outcomes
What am I hoping to achieve?
What else might I be able to achieve (Stretch goals)
What am I intending to agree as the Plan of Action?
People/Personalities
Who am I meeting with?
What do I know about them?
How might I need to adjust to their style?
Opening Statement
How do I ensure I nail the opening and set a great first impression?
Key Questions
Open Questions for dialougue, information gathering, rapport
Closed Questions for seeking commitment and retaining control of the meeting
Catch-all Questions to ensure we have covered all bases
Objections & Counters
What could go wrong?
How will I handle it such that I still attain my Objectives?
Structure & Timing
Build my Agenda
Where can I get the JHW Call Plan App to use on my smartphone or tablet?
From your Apple or Android AppStore - Search for JHW Call Plan