



THE BLUE COLLAR SUCCESS GROUP™

INSTANT MEETING PLANNER©

Meeting Date:	Topic/Theme:	
Meeting Time:	Objective/Goal:	
Meeting Location:	Video/Action Guide Title:	
<p style="text-align: center;">Meeting Outline (Standard format)</p> <p>Opener/Welcome</p> <p>Introduce Topic</p> <p>Introduce Objective</p> <p>Present Content</p> <p>Process/Practice</p> <p>Review/Close</p>	<p style="text-align: center;">Content (Define content of each element)</p>	<p style="text-align: center;">Tools/Props Needed (Select relevant items)</p> <p><input type="checkbox"/> Flip chart</p> <p><input type="checkbox"/> Markers</p> <p><input type="checkbox"/> Handouts</p> <p><input type="checkbox"/> Video</p> <p><input type="checkbox"/> Action Guide</p> <p><input type="checkbox"/> Pens</p> <p><input type="checkbox"/> Comfortable seating</p> <p><input type="checkbox"/> Music/speakers</p> <p><input type="checkbox"/> Article</p> <p><input type="checkbox"/> Customer Feedback</p> <p><input type="checkbox"/> Unsold Invoices</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p style="text-align: center;">Incentives/Contest/Spiffs to reinforce training objective (Name or define)</p>	<p style="text-align: center;">Details (Describe contest rules, process and goal)</p>	<p style="text-align: center;">Duration / Prize (Start-End Date, Prize)</p>