



Birkman Enterprise Communication 13: Maximize Meetings

Suggested Implementation order	Audience	Sender	Communication Purpose and Description
13	All participants enrolled in MyBirkman	Organization Leader/Sponsor of Birkman Enterprise	To continue the learning and use of MyBirkman, send this email to suggest participants take the <i>Maximize Meetings</i> self-paced course to prepare for, lead, and follow-up during meetings to increase productivity.

Instructions: Tailor this communication to fit your organization’s brand, voice, and established development goals.

Email Template:

Subject: Birkman Enterprise - Maximize Meetings

We hope you’re continuing to use Birkman to build deeper connections with your coworkers. This week we encourage you to review the [Maximize Meetings using Birkman](#) self-paced course in MyBirkman. In the course, you will gain the tools to better prepare for, lead, and follow up after meetings to maximize the results you get at work.

What’s included:

- Highlights & Tip Sheet provides key takeaways to quickly implement Birkman best practices into the meetings you lead.
- Phase 1: Preparing for Meetings
- Phase 2: Leading Meetings
- Phase 3: Meeting Follow-Up
- Why Maximize Meetings? provides research about why these skills are critical.

Instructions and Best Practices

- Go to the [Action](#) page
- Under [Communication, Maximize Meetings using Birkman](#), click [Start Course](#)
- Explore tips for improving the efficiency and productivity of meetings.

Questions?

Contact <<<[Insert your organization’s Birkman Enterprise contact person](#)>>>