

The Write Plan, LLC Newsletter

- A Technical Writing Solutions Company

" Tips for kickoff meetings and Presentation essentials "

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Last month I spoke of sad news ... this month I speak of **AWESOME** news!!! On October 28 around lunch time my family and I welcomed my 2 niece into the world Chloe Ann!!! I have not seen her in person yet but her Aunt and Grandmother flew down for the birth and sent some beautiful pictures back for the rest of us to see. :o)

With regards to business and networking please keep checking my site for new and up and coming events that are always being added. Maybe in the near future I will add to the website a place where you fellow networkers can add your comments on which you like and dislike for others to see ... thoughts???

Happy Networking!

Chad

About Us

To encourage and promote the growth and success of other business owners. We offer the benefits of years of experience creating the solutions to the problems that are often roadblocks on the path to success.

Instead of enjoying their professions, many business owners are feeling overworked and understaffed. **The Write Plan, LLC** can help you reclaim your original vision by offering friendly, collaborative assistance on large and small projects.

NEED HELP PROMOTING A NETWORKING EVENT?

If your event would be of interest to entrepreneurs and small business owners please submit your event information for inclusion on the monthly networking events calendar by [clicking here](#).

HAVING TROUBLE TELLING OTHERS YOUR BUSINESS EXISTS?

If you would like **over 2,200** other businesses to find your business monthly, why not [advertise](#) within this newsletter.

HOW DO I SIGN-UP TO RECEIVE MY OWN COPY OF THE NEWSLETTER?

If you are looking to receive your very own copy of this newsletter each and every month please submit the form on our webpage http://www.thewriteplanllc.com/Monthly_Newsletter.html

FEEDBACK, QUESTIONS, OR COMMENTS?

Please submit feedback, questions, or comments on the Request Form webpage http://www.thewriteplanllc.com/Request_Form.html

GUESTBOOK

Tell us what you think of our services, newsletter and networking calendar by [clicking here](#).



What are some tips on good design for project kickoff meetings?

There are two aspects of a kickoff meeting. The first is about setting the tone for the engagement and about the relationship between client and consulting teams. Especially if this is for a new client, much of the kickoff is making sure expectations, roles and responsibilities, decision making, communication protocols, problem solving issues, etc. are raised and some consensus reached. The goal is to leave the meeting with a feeling of trust on both sides that this project is going to be a success because both parties are committed and competent. This requires some preparation and for you to have an approach for each of these issues.

The second is about setting the speed and direction of the actual technical work. Assuming there was a project plan discussed before the official kickoff meeting, specific activities and major milestones are usually a key subject of the kickoff meeting. Make sure you have thought through the scope, sequence and content of work activities. Who will be responsible for information, facilities, staffing, quality control? How will your performance as a consultant and the performance of the project be evaluated? What mechanisms will you collectively use to maintain documentation and communicate project progress with staff? At least the groundwork for these needs to be laid at the kickoff meeting (or a process and time to resolve them set), because as soon as the meeting is done, you go to work.

Tip: What you don't want a kickoff meeting to be is a casual discussion of "getting to know you." Set the tone for your services by being professional, prepared, and positive. Provide an agenda if your client has not already done so. Bring neat copies of project plans, timelines, samples of the work products you intend to create and descriptions of the roles you are expecting the client to play in the project. Finally, demonstrate enthusiasm for the work you are about to do, directed both at the client's organization as well as on behalf of your firm for the opportunity to provide your consulting services. Build a kickoff meeting template and refine it with every engagement.

What are some of the things a consultant should have with them when giving a presentation? I don't want to carry a suitcase but feel like there are probably some essentials.

Every so often, consultants show up at a meeting, facilitation session or workshop wishing they had an item that could make a big difference. It might be a whiteboard marker (all the ones there were dry), post it notes (it would have made quickly collecting client ideas easier), Ethernet cable (client wireless network went down), flash drive (needed to use client's laptop when yours died), or extra marketing materials (when a prospect asks, it pays to be ready).

There are a few items in your toolkit that can save the day. First is a three pronged electrical adapter (when wall plugs are only two prongs). How would you like not being able to do your presentation because you can't plug in your projector? Second is a digital camera. It is able to record the contents of a white board or capture images of the attendees at a meeting. Finally, a digital voice recorder is often very useful for capturing details of an interview or meeting when taking notes is impractical.

Tip: Think through all the times in a meeting, workshop or presentation where you or someone else either had or didn't have some item, tool or component that made a difference. Make a list of those items and check it before each time you leave the office. It is even possible to have a small box or case packed with the items on your list you can grab on your way out the door or keep in your car.

Advertise here



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