

War On Debt STUDY GROUP SET-UP AND CONDUCT

"You never get a second chance to make a first impression."

This has never been more true than it is today. For this reason, how the meeting room is set up and how everyone conducts themselves is extremely important. This can only be accomplished if all details, no matter how small, are fully attended to. The following guidelines will help you set up your Study Group.

SET UP

ROOM SIZE

Always have a room booked for 10 percent less than you expect. It's better to have standing room only than to have empty chairs.

CHAIRS

Only set up chairs as needed. Have extras stacked and ready. Keep them tightly spaced with narrow aisles.

PERSON AT ATTENDANCE TABLE

Be sure they are pleasant, neatly dressed and courteous.

ROOM CONDITIONING

Check the lighting and temperature in advance.

POSTERS AND BANNERS

Make sure they are current, neat and clean.

NO FOOD OR DRINK

If serving refreshments, begin after the study group is over.

MUSIC

Make sure it is loud and lively and reflects the most current motivational music available

ASSIGN SOMEONE

Have someone specifically designated to handle lighting, music and video.

VIDEO

Be sure the correct video is ready to be played and test before attendees arrive.

CONDUCT

ARRIVE EARLY

Have the room set up before the guests arrive

ATTIRE

Wear the appropriate business attire, neat, clean and professional.

ATMOSPHERE

Keep it fun, exciting, yet business-like. Greet guests enthusiastically at the door.

CHILDREN OR PETS

Children can benefit greatly but pets can be a distraction.

BE SURE TO START ON TIME

Don't wait for latecomers. Late attendees can stand in the back and watch the video but wait to sit down until the video is over. Do not sacrifice the group for a few.

STAY ON SCRIPT

This is important so that others can watch what you do and emulate it in their meetings.

RETURN GUESTS IN ATTENDANCE

Stay seated during the meeting

Ask their guests to use the restroom before the meeting starts

Ask attendees to not talk to other guests during the meeting

Sit with their guests

Pay attention and respond - laugh, clap, take notes, etc.

Wear professional attire

NO ANNOUNCEMENTS

Announcements should not take place after the main speaker. If they are necessary, do them before the meeting begins, during breaks or before the DVD.



For more information visit: www.warondebt.com

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