



HOW TO
SPEAK
SO PEOPLE
LISTEN

Grab their
attention and
get your message
heard

MIKE CLAYTON

Agenda for Results

Meeting Title

Meeting Objectives

1. Objective 1
2. Objective 2
3. Objective 3

Facilitator/Chair:

Name

Agenda

1. Item 1
 2. Item 2
 3. Item 3
 4. Item 4
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Preparation

Reference any reading or other preparation that participants need to undertake

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Conclusions

Record here any conclusions the meeting makes

Action Items

Record here any personal Action Items you are allocated

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