Meeting support for business change

If your business is going through a period of change - for example making redundancies, reducing hours across the business or altering job roles - have you considered how much time and effort is required to schedule meetings, notify employees and provide adequate resource for note-taking?

When undertaking business change processes, many organisations focus on the outcome and overlook some of the key tasks required to deliver, most commonly the administration.

Getting it wrong can result in significant delays in delivering the project, affecting the overall consultation period timelines, employee morale and putting your business at risk.

Effective planning, scheduling and organising meetings for multiple employees, departments and regions, takes a huge amount of time and requires a different range of skills and resources.

If you don't have the resource to take accurate notes at formal meetings at scale, or the infrastructure to allow managers to book and track the meetings, we can help.

When you look to AdviserPlus for support, we can offer you our unique combination of People, Technology and Analytics to help deliver your programme of change.

We'll work with you to scope your requirements

Including:

- Calculating how much resource is needed to deliver your project - based on the number of employees affected, the length of the consultation process and the duration of the meetings.
- Understanding the key metrics that you'd like to capture and assets required for the process, such as: email notification, meeting invitation and note templates.
- Establishing how and when identified risks should be escalated to you.

We'll use this information to configure the system, brand-align the solution, provide you with access details and then fully brief our note-taking resource with your culture and process.

People: Note-taking support

Let our note-taking experts give you the assurance that an accurate record of the minutes will be captured at every meeting.

- Through our technology, your managers can easily book one of our experts to provide note-taker resource.
- An experienced note-taker will join remotely and record the meeting notes in a configurable template.
- Notes are reviewed and signed off by a quality assurance team, and shared (password-protected) with the employee and manager, and can also be sent to HR.
- Employees can be give a timeframe in which to review the notes and request any changes.

Technology: Meeting Manager

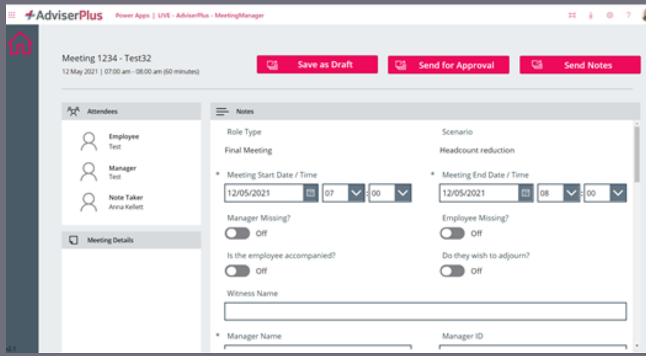
Our configurable platform makes it easier for your managers to diarise, amend and cancel consultancy meetings.

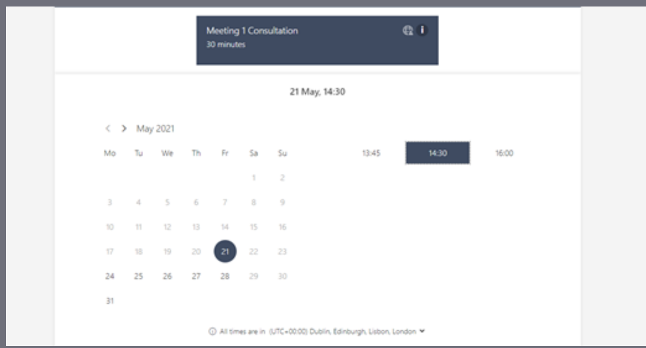
- We provide you with the booking system link to share with managers once the programme has been announced.
- Your managers book meetings which allocates note-taker resource.
- Email notifications containing calendar invites, including a link to join our web-conference facility and dial-in codes.
- Managers can easily amend or cancel meetings should they need to.
- During the meeting, note-takers will capture minutes and all of the data points.
- At the end of the programme, we'll upload all notes in bulk to a secure server for you to download and store.

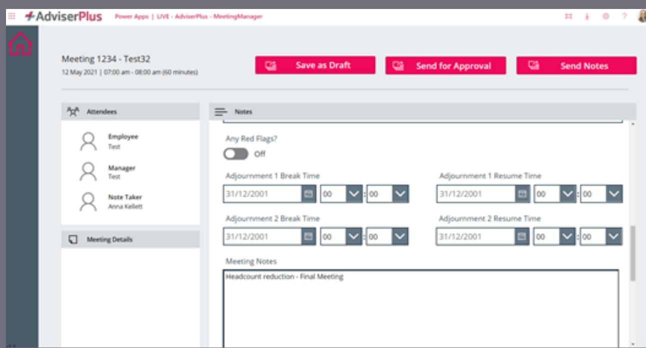
Analytics: MI Dashboard

When you opt in to Meeting Manager as part of your solution, we'll also provide a dashboard that gives you access to real-time visibility of meetings held and scheduled, providing confidence that tasks are progressing in line with your consultation process.

- Our expert MI Team will create a bespoke dashboard, incorporating all of the data points identified at the information gathering process.
- We'll upload this to a secure server and provide you with the login details for you to access at any time.
- View high level meeting metrics, break down activity into trends, events, outcomes and even drill down to line-by-line detail.
- We'll update the dashboard daily, so you can always see how things are progressing.







Our configurable platform makes it easier for your managers to diarise, amend and cancel consultancy meetings.

The Meeting Manager dashboard gives you access to real-time visibility of meetings held and scheduled, providing confidence that tasks are progressing in line with your consultation process.