

# Decision-Making Excellence in Your Meetings

Improving the management of decision-making risks in your meetings

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In a complex, uncertain and increasingly digital world, we invite you to discover innovative management approaches in line with the current needs of leaders and managers : secure decision-making in a hybrid management context.

Discover especially the Digital Sprint, a brand new technique to facilitate meeting that uses the features of your enterprise social network, no matter your technology. You will not have to roll out a specific technology - *no relevance or link with the sprints of the Scrum method*. Managers who use this technique have on average increased the collaborative power of their meetings and reduced the duration of their meetings by 30% to 50%. Decisions are more reliable, easier to implement and, above all, taken more quickly. This mechanically reduces the number of meetings. In the context of hybrid management, the digital sprint can be used anywhere from 100% face-to-face (all participants in the same room) to 100% online (teleworking, geographically dispersed team) depending on your needs.

An article in the Harvard Business Review of June 14, 2019, written by researchers Steven G. Rogelberg & Liana Kreamer, have shown that [silent meetings](#) are more effective for **problem solving** and **creativity**. The goal of the digital sprint is to combine the written and the oral. Start with writing to quickly generate ideas. Then, allow people to explain and argue their ideas orally (facts, analyses, emotions).

**You will achieve operational excellence by promoting decision-making excellence in your meetings.**

### DESIGNED FOR...

Leaders and managers of all hierarchical levels. The number of participants is limited to 10 (minimum of 7 participants for the session to be open).

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## OBJECTIVES

Here are the objectives of this training:

- **Modernize the facilitation of meetings** with the contribution of digital tools to save time and increase the power of collaboration;
- **Secure** your strategic or operational decision-making;
- Improve the **management of geographically dispersed teams** and teleworkers without falling into digital autism.

At the end of this action training, participants will have acquired the key skills to sustainably transform the facilitation of their meetings.

## Educational Methods

- Numerous methodological contributions
- Meeting simulation in digital sprint mode
- Discussion amongst participants
- Delivery of a complete pedagogical support and facilitation guide.
- E-learning module



# TRAINER

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OLIVIER ZARA

As a management consultant, Olivier Zara is an expert in decision-making excellence: decision-making risk management using a holistic and systemic approach. His mission is to help organizations run fast and, above all, in the right direction. French-Canadian, Zara's entrepreneurial experience in social technologies has allowed him to offer cutting-edge approaches such as the digital sprint and strategic co-development to increase the cognitive abilities of a group (amplified collective intelligence).

He is a lecturer at several schools: HEC Paris Executive Education, Pôle Universitaire Léonard De Vinci, ESCP-Europe, The Management Training Center of the Ministry of Defense (France)... in Executive MBA, workshops or intra-company trainings for executives.

Olivier has published 11 books including *The Chief Always Speaks Last*, *Decision-Making Excellence*, *The Tea Strategy*, *The Paradoxical Manager*, *The Digital Manager*, *The Unnatural Manager* (2nd edition) and *The Synergy4 Method*.

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## PROGRAM

### Part 1: The Digital Sprint to stop the meetingitis

- Presentation of instructions for participants and facilitator.
- Good and bad practices: ways of articulating the written and oral.
- Standard processes in face-to-face and hybrid mode
- Conditions for success
- Analysis of constraints according to the technologies available within the organization.

### Part 2: Typology of digital sprints

- 100% digital sprint in synchronous or asynchronous mode
- Agenda / Expectations / Needs sprint for meetings, seminars or training
- Creativity sprint: a new brainstorming method to boost divergent thinking
- Report sprint: collective co-writing at the end of the meeting in 5 minutes per typology (information, tasks & decisions)
- Conflict management sprint: digital as a mediator of tense or hostile interpersonal relations
- Benevolence Sprint: 5 minutes of Team Building at the end of an important meeting
- Large group sprint for up to 100 people : the augmented World Café

### Part 3: The Codev to secure your decisions on complicated issues

- Presentation of the Operational Co-Development technique in hybrid mode
  - Simulation of Operational Codev on a subject brought by a participant
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# References & Testimonials

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## >> Fast and large-scale implementation.

Training on the **Air France Campus** catalogue since 2017: more than 500 managers trained in all departments, from the Managing Director to the First Line Manager.

>> **An immediate and long-term return on investment.** Here is a testimonial from a **Novartis** Regional Sales Manager:



**Yvan Courtine**

Front Line Manager at  
NOVARTIS

February 10, 2020, Yvan was a  
client of Olivier's

The digital manager training course organized by Olivier is by far the one that has had the biggest impact on my approach to remote management. I still use (2 years later) most of the lessons.

Source: Recommendations section on **LinkedIn** - <https://www.linkedin.com/in/olivierzara/>

>> A fun and stimulating technique in **large groups of up to 100 people**: no more Post-it walls! Used in management seminars such as **Harmonie Mutuelle's** Top 60 and **BNP Paribas Legal's** Top 15.

>> **Managerial support** is becoming more efficient. Testimony of Christine Pons, managerial support manager, **Orange** UIPP: "It is necessary to maintain the human link in the new context we are going through. Olivier Zara's innovative concept is today an essential method of remote management, teleworking and Codev."

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## DURATION AND LOCATION

Intra or inter training takes **5 hours** in 2 sessions of 2h30 over two days if possible consecutive.

**Dates** of the next inter-enterprise sessions: contact us.

**Location:** face-to-face is possible, but we recommend a 100% remote session.

## BUDGET

**Price:** upon request - **Optional:** 2 to 4 hours of individual coaching after the training (price upon request). Invoicing takes place upon registration. In case of late cancellation (less than 2 weeks prior), payment is due in full. Before two weeks prior, no cancellation fee will be charged. Your payment must be received at the latest 15 days before the date of the course.

## REGISTRATION

To register or find out more: [contact@axiopole.com](mailto:contact@axiopole.com)

