



Abstract

PowerSkills Agenda™ is a breakthrough tool for sales effectiveness and collaboration. With Agenda, leaders, teams and sales reps prepare, communicate and execute all elements for key meetings: objectives, participants, roles, agenda items and owners, logistics, handouts, messaging, questions, task assignments, and lessons learned. PowerSkills Agenda enables expert preparation, execution and follow-through by providing a framework with templates to help guide users through a best practice approach. It is also a powerful coaching tool.

Description

Key internal and external meetings are opportunities for dialogue, decision-making and action planning. Well run meetings, sessions, conferences, and events dramatically, and measurably connect to business results. PowerSkills Agenda™ helps you prepare for strategic conversations and key interactions with accounts, committees, influencers and decision-makers.

Features & Benefits

PowerSkills Agenda™ puts the focus on interaction and sales effectiveness in key client and team meetings with expert meeting preparation, communication, messaging, collaboration, delegation and follow-through. It is easy to use and gets everyone on the same page, fast.

Plan – for success

Collaborate – to win

Execute – on agreements

Learn – capture best practices for reuse, coaching, and institutional memory.

Engage Client Executives, Facilitate Great Meetings, Create Real Dialogue, Do More Business, Track your Results!

Specifications

Pricing 30-Day free Trial.

\$25 / Licensed User / Month

Highlights

| Name | Description |
|-----------------------------|---|
| Agenda & Meeting Management | <ul style="list-style-type: none">• Rapidly build intelligent agendas for key meetings from planning to execution to follow-up.• Track meetings and progress by account• Agenda cloning• Easily set & distribute meeting logistics• Multiple day agendas |
| Integration | <ul style="list-style-type: none">• Synchronize Contacts, Agendas, Tasks and Actions with Salesforce or with your desktop via Outlook• Import contacts, accounts & users |
| Agenda Notification | <ul style="list-style-type: none">• Send Professional Agendas to your clients, participants, and invited guests with handout attachments and Outlook calendar reminder• Customize with your company logo |
| Goal & Message Alignment | <ul style="list-style-type: none">• Define SMART Meeting Goals / track outcomes• Create & reference winning “elevator speeches and 30 second messages for targeted situations• Build personal & corporate positioning statements to focus your objectives. |
| Ask & Anticipate | <ul style="list-style-type: none">• Create, tag, and sequence probing questions. Build qualification models and interview guides• Master strategic conversations with decision makers using question pre-populated question library• Be prepared to ask & answer questions with dynamic FAQ builder |
| Assign Tasks | <ul style="list-style-type: none">• Assign Pre and post-session tasks for accountability• Run Agenda, Task & Action Status Reports |