

Dealership Meeting Template

What are the main points you'd like to get across? (What do you want the participants to understand, know, do, etc...)

At the end of this meeting, the participants should:

Dealership personnel to attend:

When will we do the meeting? _____

How long will the meeting be? _____

Where will we hold the meeting? _____

Acknowledge/Thank/Edify

What are the participants already working very hard at? What recent successes have they accomplished?

What is in it for them? What advantages can you present to make them interested in listening and taking action?

Enrolling Questions

What are two engaging questions you could ask in the beginning of the meeting to hook them with what's in it for them? (Example: Who would like to have less stress at work? Who thinks we have way too much paperwork?)

1) _____

2) _____

Activities

How will you get them to participate during the meeting? (This can include brainstorming ideas, role-playing, etc...)

Parking Lot

How will you handle off topic or negative comments? (You can have 3x5 cards for them to write on or a notebook available to park these comments so the meeting stays on track, on time and positive.)

Positive Wrap Up – How will you conclude the meeting on a good note?

Next Steps – Will there be any assignments or follow up needed?
