



# Lucid Meetings 2024 Services Catalog



# The future of work is here.



In today's complex, distributed, and ever-changing work environment, mastering collaboration is more critical than ever.

At Lucid Meetings, we empower those who support teams, managers, and business leaders with the skills to elevate collaborative performance. From 5D Thinking to decision-making strategies and meeting mastery, our on-demand courses, live programs, and consulting services provide the specialized knowledge needed to navigate and lead in today's dynamic world.

Why invest? Effective collaboration is a cornerstone of success. Workers spend a significant portion of their week in meetings, making it essential to cultivate not just meeting skills, but also the broader capabilities that drive team performance and decision-making.

Whether your goal is to refine meetings, enhance decision-making, or explore new dimensions of team collaboration, we offer tailored programs that integrate seamlessly with your initiatives.

Workplace changes demand continuous growth. We're here to partner with you, providing the expertise and support you need to excel in every aspect of collaboration and achieve your business objectives.

Here's to successful collaboration every day,

Elise Keith  
CEO, Lucid Meetings

Connect with us at [lucidmeetings.com/contact](https://lucidmeetings.com/contact) to learn more.

# Why choose Lucid Meetings as your go-to professional development partner?

Lucid Meetings is your trusted resource for mastering collaboration, decision-making, and meeting excellence. For over 15 years, we've been at the forefront of innovation, partnering with researchers, business leaders, facilitators, and a global community of professionals who are passionate about making teamwork both productive and engaging.

Today, thousands of professionals worldwide turn to us not just for meeting skills, but to deepen their expertise in collaboration and decision-making across diverse contexts.

## Immediately Actionable Training

Every Lucid Meetings session is designed with immediate application in mind. Unlike the generic offerings in most corporate training libraries, our programs are backed by practical, ready-to-use resources that make it easy for leaders to implement what they've learned right away.

### READY-TO-USE RESOURCES

Access a robust library of downloadable agendas, worksheets, templates, and more—designed to help you quickly apply new skills in your work.

### EXPERT COMMUNITY

Join a global network of collaboration professionals. Share ideas, get answers, and grow with peers who are committed to excellence.

### INTERACTIVE WORKSHOPS

Participate in live, skill-building sessions led by world-class instructors, ensuring you stay ahead in the evolving world of collaboration.

### PERSONALIZED SUPPORT

Get expert advice tailored to your needs, helping you tackle collaboration challenges and achieve your goals.



# Contents

## Live Programs

- Optimize Your Team's Meetings 6
- Learning Snacks 7
- Effective Group Decision Making 9
- The Successful Meetings Quickstart 10
- Meeting Culture Foundations 11

## On-Demand Courses

- How to Lead Engaging Meetings 13
- Put Your Meetings on Science! 14
- Hybrid Meeting Essentials: Quick Tips for Fast Results 15
- Essential Skills for Effective Meetings 16
- How to Assess & Improve Your Meeting Leadership Skills 18
- Engaging Online Events: The Complete Step-by-Step Guide 20
  
- Custom Workshops and Private Consulting 21
- Ordering Information 23
- About Lucid Meetings 24

Engage your team in  
**live, instructor-led  
programs.**

# Optimize Your Team's Meetings

Define the agendas, schedule, and systems your team will use to ensure your meetings succeed.

In this hands-on workshop series, team leaders and change agents design an approach to team meetings that's tailored to your unique work environment.

Each half-day session includes interactive instruction and dedicated time to create your plan.

## Session 1: Effective Meetings

Analyze how well your current meetings achieve your business goals and develop new agendas that optimize your results.

## Session 2: Efficient Meetings

Determine exactly how often and for how long your team needs to meet, and how you can increase efficiency by improving communication outside of meetings.

## Session 3: Resilient Meetings

Identify the strategies you'll use to introduce changes to your current meetings and the systems you can establish to ensure your meetings remain effective and efficient over time.

## Office Hours

After the workshop, gather with other participants to share your implementation successes and challenges, and get answers to questions.

## OBJECTIVE AND OUTCOMES:

- Walk away with a quarterly meeting schedule and custom agendas for your most frequent team meetings.
- Learn how to identify and correct problems with team meetings before they impact team performance.
- Outline the steps you'll take to introduce changes to your current meetings, and practice what you'll say.
- Connect with a network of peers and support one another as you implement your new plan.

"I wanted to say your information has been a game changer for my management team. We lacked structure and were trying to do too many things in one meeting every few weeks. It was a recipe for lost opportunities and delays in problem solving.

We're a different team now; one that can leverage everyone's skill and expertise by structuring our meetings better. The quality of our conversations has improved as has the speed in which we make decisions and deliver our services."

– Edwina Crawford, Director for the NSW Aboriginal Services Unit

## Instructor

J. Elise Keith and the Lucid Meetings Team

## Contents

- Live Workshops:  
3 half-day online sessions
- Technical hosting and interactive online activities
- 110-page PDF guidebook
- Digital copy of *Where the Action Is*

## For

Change leaders responsible for the meeting success of a team, group, department, or program

# Learning Snacks

Small investment, big impact. Learning Snacks are one-hour interactive sessions designed to quickly spread collaboration skills across your organization.

Each session focuses on a single technique or topic, chosen for its effectiveness and ease of adoption.

## THE FORMAT

- **30 minutes: Learn**  
Interactive how-to instruction
- **25 minutes: Apply**  
Small groups identify ways to apply the technique within two weeks

## SAMPLE TOPICS

- Check it! Quickly Uncovering Differing Views
- Running Cadence Meetings Your Team Will Love
- 5D Thinking: Seeing Differently to Lead Better
- Make Meetings Optional
- Become Your Own Best Consultants
- Finding and Fixing Collaborative Friction
- Red, Yellow, Green: Streamlining Team Decision Making
- Identifying Who to Involve in Decision Making
- Documenting and Communicating Decisions Effectively
- Handling Objections and Resistance Constructively
- Achieving Consent for Decisions

and more.

“I love these Learning Snacks! They’re just long enough to shine light on the topic but also short enough to be effective and focused.”

– Survey feedback, international retail client

“I just want to say thank you.

I think there’s a reason why people don’t collaborate well, and that is because it is a lot of work. But at the same time, collaboration is required for us to be better at our jobs.

So I’m excited that we have this practical opportunity to promote the values on collaboration at a much deeper and sophisticated way now. And when you have an environment where you have good collaboration, it can be truly exciting and fun. Like this. This was fun!”

– Survey feedback, Government client

## Instructor

J. Elise Keith and Guest Instructors

## Contents

- 1-hour Learning Snack sessions for up to 100 per session
- Technical hosting and interactive online activities

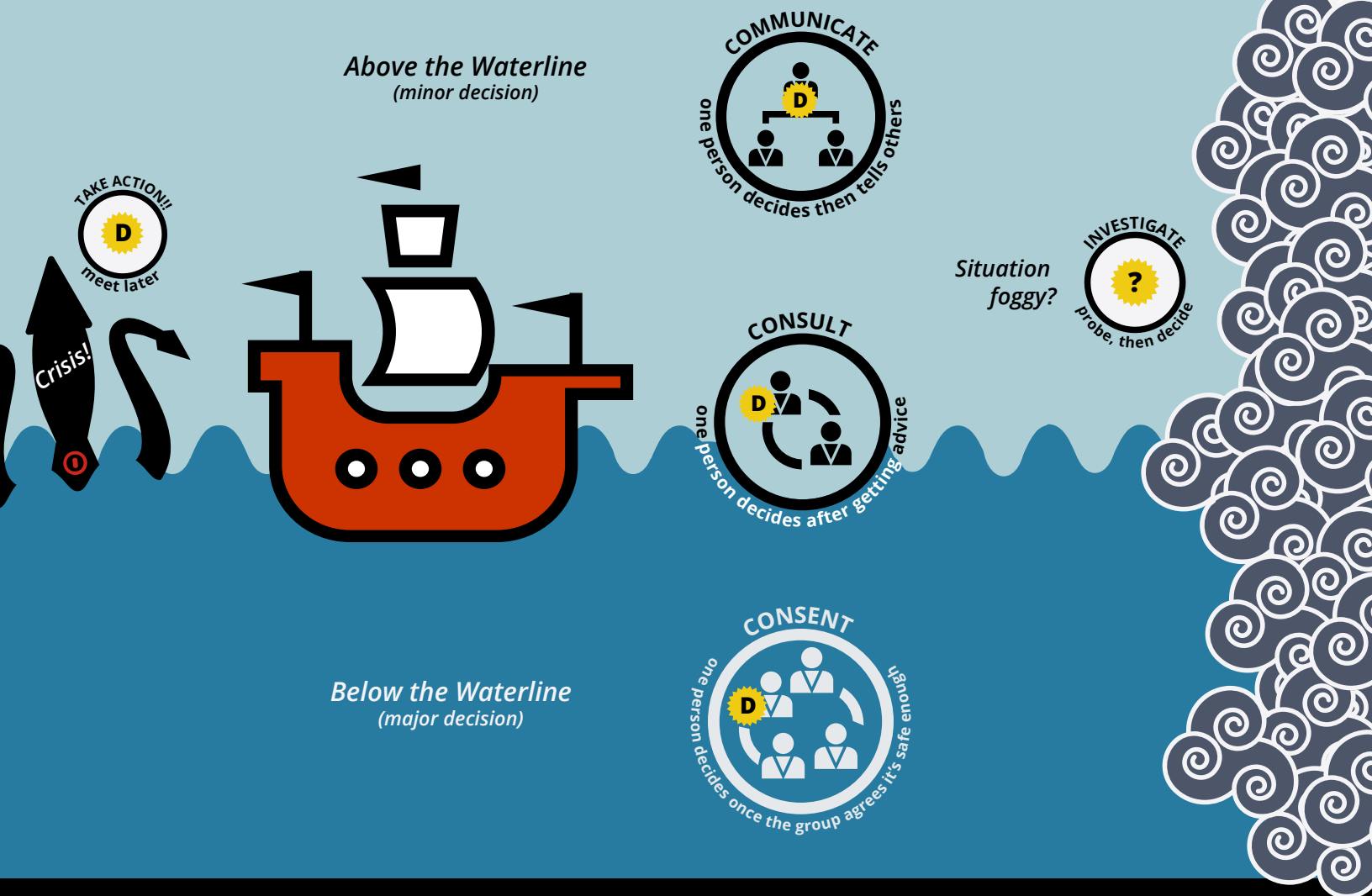
## For

Busy teams seeking fun, fast, engaging ways to spread new skills and improve team collaboration

**New! Book your next Learning Snack online**



# A Map to Making Better Decisions as a Team



“There are only two things that determine how your life turns out: luck and the quality of your decisions.

You have control over only one of those two things.”

– Annie Duke, *How to Decide*



# Effective Group Decision Making

In this **customizable program**, your group will learn how to establish an approach to decision-making that will improve the speed, quality, and buy-in for your decisions.

## One-Hour Introduction: Making Better Decisions Together

Learn how other companies manage decision making, three ways group decision making differs from individual decision making, and simple techniques that will immediately improve your decision-making conversations.

“This was an excellent talk. I honestly went into this thinking that I knew a lot about decision-making models, but I learned some new models as well as reinforcing what I already knew.”

“I really enjoyed the practical feedback model and will be using it at my next meeting. I also used the technique for confirming commitment in a meeting immediately following the keynote.”

## Workshop: Defining Your Team’s Decision Making Processes

*Available as a facilitated workshop and train-the-facilitator*

Teams map their decisions and identify the best process for each one. Then, teams create a decision matrix outlining who to involve and how to make each decision.

## Learning Breaks: Key Decision Making Skills and Frameworks

Learn simple techniques for improving your group’s decision-making quality and speed in these short learning breaks. Each session includes 30-minutes of interactive instruction followed by peer consulting on how to implement each practice. Sample topics: *Identifying who needs to be involved in decision making, Achieving consent, Making decisions more quickly, Working with objections and resistance, Documenting and communicating decisions*, and more.

### OBJECTIVE AND OUTCOMES:

Learn how to:

- Establish effective decision-making processes
- Engage your group in critical dialogue about your options
- Increase inclusivity, trust, and buy-in for your decisions
- Create regular opportunities to develop your team’s decision-making skills

Walk away with:

- A step-by-step process for making your team’s big decisions, templates for documenting and sharing decisions, and decision-making meeting agendas
- Strategies for improving the quality of your options and increasing decision velocity
- Practice using techniques that elicit candid feedback and encourage respectful disagreement

### Instructor

J. Elise Keith and the Lucid Meetings Team

### Components

- Keynote: Making Better Decisions Together
- 3-hour Decision Workshop for up to 28
- 1-hour Learning Breaks
- Implementation consulting
- Technical hosting and interactive online activities
- Downloadable templates, worksheets, and reference material

### For

Leaders and teams responsible for their group’s decision quality and velocity

# The Successful Meetings Quickstart

This workshop is designed to quickly get your group on the same page as you prepare to improve meeting performance across the organization.

This educational workshop introduces the key concepts and frameworks leaders must understand to develop a high-performing meeting culture.

Delivered as three (3) 90-minute online sessions, the Quickstart Workshop covers:

## SESSION 1: IMPROVING YOUR MEETING EXPERIENCE

Get in touch with “What’s in it for me” by learning what the science says makes meetings feel like a great use of your time. Then, work with your team to capture your beliefs about the current state, opportunities, and challenges in your meetings.

## SESSION 2: YOUR BUSINESS’S MEETINGS

Learn the four measurable ways meetings impact performance (ROI) and the frameworks for designing meetings to achieve your business goals. Then, use these frameworks to draft meeting processes for your business.

## SESSION 3: YOUR ORGANIZATION’S MEETING CULTURE

Learn how organizations use simple meeting agreements to maintain meeting performance and cultural alignment in complex-adaptive environments. Walk away with a draft set of provisional meeting agreements you can all use going forward.

## OBJECTIVE AND OUTCOMES:

- Participants will know how to structure and participate in a simple team meeting that engages everyone and delivers tangible results.
- Participants will learn how to calculate the ROI impact of meetings on their work.
- Participants will identify how their meetings impact both their personal and business success and identify target meetings to improve.
- Participants will co-create a set of draft meeting guidelines they can use when planning future meetings.
- Your team members will benefit from first-hand experience with simple techniques that make meetings more productive and enjoyable for everyone involved.

“I was really dreading spending a full day talking about meetings, but that was so much fun! I wish I’d found you guys earlier in my career. I’m recommending this workshop to my leadership team, and to several of my clients.”

– Mary Anne Cassin, Bond Program Manager at Portland Parks and Recreation

## Instructor

J. Elise Keith  
Lucid Meetings



## Contents

- Live Workshop:  
1 day on-site or  
3 90-minute online sessions
- Pre-workshop survey and meeting inventory
- Up to 40 live participants
- Technical hosting, interactive online activities, and session recordings
- Reports from all sessions, so your team can build on their work after the event

## For

Teams working in mid-to-large organizations at the beginning of an internal meeting improvement program

# Meeting Culture Foundations

Our most complete program is designed to help organizations quickly develop the internal capabilities and systems needed to produce immediate results and establish a solid foundation for scaling your meeting performance over time.

To achieve this performance, we work with your change leaders to run experiments, design new meetings, and establish a meeting system your teams can use for the long run.

## Program Contents

- An **Initial Evaluation** and strategy session, to establish a goals and a performance baseline.
- Program management
- The **Successful Meetings Quickstart Workshop**.
- Enrollment in the “**Essential Skills for Effective Meetings**” Online Course (page 6).
- **Six live 90-minute meeting design intensive sessions**, scheduled once every two weeks. Topics covered include:
  1. Eliminating Time Wasted in Unproductive Meetings
  2. How to Design a Meeting
  3. How to Design Meeting Flow Models
  4. Improving Decision Making in Meetings
  5. Establishing Informed Agreements and Meeting Rituals
  6. Final Project Showcase OR Special Session
- **Email support** and **two private 20-minute consulting sessions** for every participant. Meeting coaching support is also available.
- Development of **individual and small group final projects**, creating new meeting resources for your organization.
- Pre and post-program strategic **Executive Briefings**, where we review your results and highlight opportunities to sustain your meeting improvement going forward.

Because of the intensive nature of this work and the focused attention we bring to your unique meeting culture, this program is limited to 28 participants.

“My team reduced the time we spend in meetings by 40%, and we’re more productive than ever.”

– Jeremy Talbot, Director Valdez Ports & Harbors

“I couldn’t be more thrilled with this program, both for our team and for me personally. It really has been work-changing.”

– Nikki Riedt, COO Conservation Colorado

## Instructor

J. Elise Keith and the Lucid Meetings Team

## Program Duration

3+ months

## For

Organizational leaders ready to implement meaningful change to meetings across the organization



## **On-Demand Courses**

Learn the skills  
you need to run  
successful meetings  
every day on your  
own schedule.

# How to Lead Engaging Meetings

Learn to bring a facilitator's mindset to your team meetings, and bring out your team's best ideas using simple, thoughtful engagement techniques.

Over 1,200 organizations have learned how to run engaging meetings from Barbara MacKay and North Star Facilitators. In this on-demand course, Barbara will show you how to:

- Ask great questions.
- Lead activities that work for participants with different thinking and learning styles.
- Structure your meetings to create irresistible opportunities for engagement.
- Run engaging virtual meetings that don't require fancy technology or lots of time.

## WHY TAKE THIS COURSE?

- Understand the reasons people engage in meetings and how to remove barriers that can prevent engagement.
- Get video demonstrations and instructions for verbal, visual, social, physical, and sensory engagement techniques.
- Learn how to adjust your engagement plan for virtual meetings, hybrid meetings, and face-to-face gatherings.

## WHO SHOULD ATTEND?

Whether you're a brand new team leader, or you're working with a new team that you're having trouble engaging, or even if you've been leading meetings for years and you're looking to upgrade your approach, taking this course will give you the practical skills and confidence you need to run more engaging, successful meetings.

"I love this course! I learned a lot of techniques about how to gather ideas from a group and get consensus around those ideas."

## Instructor

Barbara MacKay  
North Star Facilitators



## Contents

- 1+ hours of video instruction
- Quizzes to test your knowledge
- Downloadable PDF reference guides and worksheets
- Student comment forums and instructor feedback
- Lifetime access

**List Price:** \$197 USD

[View and Enroll Online](#)

# Put Your Meetings on Science!

## 10 Science-Backed Rules for Meaningful Meetings

Discover the meeting practices scientifically proven to increase your meeting success. Focused on practice and grounded in cutting-edge research, this course provides the “missing MBA” for today’s business meetings.

In this course, Joseph Allen, PhD and Elise Keith dive into the research behind 10 science-backed rules for meaningful meetings. Then, they share the stories and practices of teams who’ve successfully built these rules into their everyday meeting practice.

Each rule comes to life with a special guest lecture featuring master facilitators and international thought leaders from business, special operations, Harvard, and Stanford.

### WHY TAKE THIS COURSE?

- Learn evidence-based meeting practice and real-world examples from teams around the world.
- Gain access to leading researchers and practitioners in business communication, facilitation, and human performance.
- Join a vibrant community of past and current participants in live workshops and online discussion.
- Put the research into practice with weekly exercises

### WHO SHOULD ATTEND?

This course benefits anyone who attends lots of meetings. If you want to have a meaningful impact on your team’s meetings and you’re curious about why some meetings work and others don’t, this course is for you. Current students come from countries and industries all over the world.

### SPECIAL RESOURCES FOR COLLEGE COURSES

Business Communications courses that use this course as supplemental instructional material gain access to sample lesson plans, student project outlines, and discussion guides developed by instructors at Harvard Business School and the University of Utah.

“I liked everything about the course! As a result of attending this course, I gained new resources, access to amazing thinkers and practitioners in this area, and the course allowed me to create a valuable community of practice network.

Each module was engaging, easy to follow, and let me learn on my own time. Now, I’m more thoughtful about the design and purpose of my meetings, and more confident about choosing the right tools to support the purpose of any meeting I design.”

- Sue Mitten, Learning and Development Advisor, University of Regina

### Instructor

Dr. Joseph Allen &  
J. Elise Keith



### Contents

- 3 hours instructional video, and 11+ hours of guest lectures
- Practical action plan delivered in 10 email installments
- Detailed resources provided by both instructors, guest lecturers, and participants
- Vibrant student comment forums and instructor feedback
- Lifetime access

**List Price:** \$97 USD

[View and Enroll Online](#)

# Hybrid Meeting Essentials: Quick Tips for Fast Results

Mini-Course updated for 2022!

Hybrid meetings are some of the most challenging meetings to run. Success often requires the equivalent of planning three meetings at once: the in-person event, the virtual meeting, and a way of interacting that brings these together in real time.

When you implement the strategies you learn in this quick-tips course, you will run hybrid meetings that are engaging and successful, and avoid the many traps that dramatically reduce their effectiveness and harm your reputation.

## WHY TAKE THIS COURSE?

This course includes:

- Six short video sections that walk you through the opportunities and pitfalls of hybrid meetings, supported by short quizzes to test your understanding.
- Exercises to help you relate your learning to your real-life practice.
- Ten checklists for meeting leaders and participants, to ensure you are ready with the hybrid-meeting technology you'll need.
- A workbook that includes tips, summaries and references.

## WHO SHOULD ATTEND?

Leaders, facilitators, managers, and coaches will find this an invaluable source of guidance on how to make your hybrid meetings interesting, useful, and productive experiences that help you get things done.

“Love the mini course. Short, sharp and a powerful help to those that have hybrid meetings!”

- Ashley Meerloo, Business Coach, UK

“Highly recommended. There are some excellent practical ideas for making those awful hybrid meetings more effective. I particularly liked the basic approach of planning ‘remote first’. The course is well organized and structured with excellent, clear materials. I like the way it’s broken up into shorter ‘chunks’ so you can take a break if you need one - although it’s less than an hour long so probably not necessary.”

- Caroline Frost, Learning And Development Consultant

## Instructor

Judy Rees  
ReesMcCann



## Contents

- 30 minutes video-based instruction, delivered in bite-sized pieces for busy professionals
- Technology checklists for meeting leaders and participants
- Planning and evaluation worksheets for hybrid meetings
- Lifetime access

**List Price:** \$47 USD

[View and Enroll Online](#)



# Essential Skills for Effective Meetings

Learn to design and run effective everyday meetings that get work done and keep teams engaged.

In this self-paced program, you will gain foundational knowledge of six meeting skills everyone needs to know, including:

- How to define the purpose and outcomes for every meeting,
- How to create a great agenda (and when you don't need one),
- Simple techniques for engaging every participant,
- When to schedule meetings and how to ensure they run efficiently,
- How and why to record useful notes, and
- Publishing meeting notes to increase the value of your results.

## WHY TAKE THIS COURSE?

- Gain a complete understanding of the six essential skills required to lead effective meetings.
- Eliminate time wasted in unproductive meetings with the video guidance and step-by-step activities.
- Download detailed how-to guides for common meeting activities you can use to immediately improve your existing team meetings.
- Learn at your own pace, gain mastery through various interactive learning activities, and access a set of practical, Meeting School-exclusive tools to use on the job.

## WHO SHOULD ATTEND?

This foundational course is appropriate for anyone responsible for meeting success, including:

- Business and team leaders responsible for scheduling and leading everyday workplace meetings.
- Professionals seeking to improve their ability to participate effectively in meetings.

“This course is THE place to go for everyone that is interested in learning about effective meetings.

Somehow Elise manages to be very pedagogical and at the same time captivating, fascinating and even entertaining. Everything you will learn in this course—the six core competencies, the complete and extremely helpful materials and guides—will set you up for success in leading engaging and effective meetings.”

- David Román, Co-Founder, Soluciones en Facilitación

## Instructor

J. Elise Keith  
Lucid Meetings



## Contents

- Over 3 hours of video instruction
- Quizzes to test your knowledge
- 139 pages of PDF reference guides
- Downloadable worksheets for assessing your current meetings, planning future meetings, and capturing professional meeting records
- Student comment forums and instructor feedback
- Six reminder checklists sent by email over the course of three months
- Lifetime access

**List Price:** \$97 USD

[View and Enroll Online](#)

Master the  
meetings that build  
your team and  
support employee  
performance.

# How to Assess & Improve Your Meeting Leadership Skills

Over the past decade, a new science of meetings has emerged. Researchers now have insight into what makes a meeting productive, enjoyable, and successful. Scientists also know that when a meeting isn't working well, most often it's because the meeting leader missed a critical opportunity to set the meeting up for success.

Are you a good meeting leader? This is your opportunity to find out.

Reserve an hour to take this fast-paced course. Then, after some "homework", discover your meeting strengths and learn where you have opportunities to grow.

## WHY TAKE THIS COURSE?

- Get an introduction to the richness of meeting science and how it can be used to solve common meeting challenges.
- Assess how you are doing as a meeting leader (strengths and growth areas).
- Learn evidence-based strategies to improve upon common meeting leader growth areas.

## WHO SHOULD ATTEND?

Business team leaders working in mid-to-large organizations, whether you've just started leading meetings, you've been leading meetings for some time, or even if you've been leading meetings for decades.

"This is a fantastic course that uses evidence-based practices to improve your meeting leadership skills.

Dr. Rogelberg takes you through some key learnings from his vast studies of the science of meetings (in a very friendly and amusing way), and then lands them by focusing in on our blind spots - that was a big "ah-ha" (what? I could be part of the problem?)

I liked the simple tools to guide you and help you understand your areas for improvement. I also appreciated the numerous ideas and especially knowing that they are based in scientific research.

If you want to be the best leader you can be, then take on your blind spot and take this course!"

- Maura O'Donnell, Co-Founder Facilitation Solutions

## Instructor

Dr. Steven Rogelberg  
author of *The Surprising Science of Meetings*



## Contents

- Mini-course with less than one hour of video instruction
- Downloadable meeting assessment tools and planning sheets
- Student comment forums and instructor feedback
- Lifetime access

**List Price:** \$47 USD

[View and Enroll Online](#)

Learn to run  
workshops that bring  
your unique expertise  
and services to life.

# Engaging Online Events: The Complete Step-by-Step Guide

If you have experience bringing people together to learn from each other, this course will teach you a simple yet super-effective recipe for quickly creating powerful connections across groups online.

Judy Rees walks students through the process, step-by-step, showing exactly how to plug in your content, for your groups, to deliver the maximum possible impact.

This recipe delivers clear results whether your group is made up of customers, colleagues, professional partners, donors, board members, campaigners or students, and wherever they are in the world.

## WHY TAKE THIS COURSE?

- Learn how to structure engaging web events that delight the participants - including presenters and sponsors.
- Choose and use technology to create a seamless experience for everyone involved.
- Persuade your participants to stop spectating and to turn up prepared to participate, with their video cameras on.
- Handle button-pressing overwhelm and manage inevitable technology problems.
- Skip the 'tumbleweed moments' and get people talking - but nobody talking too much.
- Package your unique content so that it works effectively online.
- Go straight to solutions that deliver reliably, and avoid embarrassing rookie errors.

## WHO SHOULD ATTEND?

Organizers, presenters, trainers, and facilitators looking to bring more engagement to online seminars, workshops, board meetings, training, and other high-stakes events.

“Two things happen when you take this course. First, you gain an awareness for how terrible most online events are (including your own). Second, you learn what it actually takes to rise above the status quo through participatory methods.

Judy shares the knowledge and experience you need to run better, more humane events that bring people together and leave them better off.

Believe me, it makes worlds of difference.”

– Ben Mosior, Principal Consultant, Hired Thought

## Instructor

Judy Rees  
ReesMcCann



## Contents

- 4+ hours video-based instruction, delivered in bite-sized pieces for busy professionals
- Complete checklists for workshop prep, technical setup, and troubleshooting
- A library of templates to smooth planning and communications before and after your event, including a tried-and-tested budget template
- Access to the vibrant Remote Together community of practice, where over 600 online meeting leaders share their best ideas for leading great online events
- Lifetime access

**List Price:** \$197 USD

[View and Enroll Online](#)

# Custom Workshops, Keynotes, and Private Consulting

Need specialized collaboration and meeting expertise? We can tailor a service just for you.

We've partnered with organizations to:

- Lead conference keynotes and workshops
- Design custom change programs
- Advise solutions teams developing collaboration tools
- Conduct Meeting Performance Maturity audits
- Collaborate on research projects
- Consult with organizational leaders about their meetings

And much more. Contact us to discuss how we can support your unique needs.

## SAMPLE CLIENTS



logitech

CrossKNOWLEDGE  
A Living System



OASIS



KPMG

CSUN.

CHAMBER  
LA CROSSE AREA



workday.

CONSERVATION  
COLORADO

# Ready to get started?

## Here's how our process works.

### STEP 1. CONTACT US

By email: [sales@lucidmeetings.com](mailto:sales@lucidmeetings.com)

Web: [lucidmeetings.com/contact](https://lucidmeetings.com/contact)

Let us know:

- Which course(s), programs, or services you're interested in
- How many people you'd like to include
- Your timeline

Not sure which offering is right for your team? Get in touch.

We'll happily answer all your questions and help you find the best fit for your needs - even if it's not one of our courses!

### STEP 2. PROPOSAL OR QUOTE CO-CREATION

We'll create a proposal or quote with you that you can share with your internal team. We'll co-create this together, so there will be no surprises.

Your quote will include any group or special rate discounts. **Discounts begin at 20%.**

You'll receive a copy of this proposal by email.

### STEP 3. APPROVAL AND INVOICING

Your team will approve the proposal and send invoicing information.

### STEP 4. SCHEDULING AND SETUP

Once the invoice has been issued and approved, we'll set you up. For live programs, we begin scheduling after invoicing. You'll receive enrollment information for on-demand courses immediately.

### STEP 5. LEARNING BEGINS!

You and your team begin your learning adventure!





# The Meeting Innovation Community

Looking for what's next?

Join the Meeting Innovation Community where we experiment, share bite-sized learning, and host free live workshops every month with meeting leaders from around the world.



[meetinginnovation.community](https://meetinginnovation.community)



# We make it easy for teams to run successful meetings every day.

Second Rise LLC, dba Lucid Meetings, was founded in 2010. Over a decade later, we remain under the management control of our original founders, J. Elise Keith and John Keith.

As a remote-first company, our delivery team works from locations across the globe. In addition to Meeting School programs, we offer keynote talks, conference workshops, consulting, facilitation, publications, and meeting management software.

### Sample Clients



“We reduced our time spent in meetings by 30% and increased productivity by at least 40%. Now we’re spreading those results through the rest of the city.”

- Jeremy Talbott, Ports and Harbors Director, City of Valdez Alaska

“We are very happy with the recommendations and observations report and feel that you are completely on the right track when it comes to our biggest potentials.”

- Senior Communication Specialist, IKEA

“This was an EXCELLENT session! I’m already getting thank you email from attendees for the great presentation and insights. Elise did an incredible job delivering value for everyone who joined.”

- Jennifer Wicks, L&D Executive, CSU Office of the Chancellor

“I liked everything about these courses! Each module was engaging, easy to follow, and let us learn on our own time. Now, my team is more thoughtful about our meetings, and more confident about any meeting we design.”

- Sue Mitten, L&D, University of Regina

## Lucid Meetings

DUNS: 843543856

CAGE: 7MY12

NAICS: 611430, 541611,  
511210, 541511

### Find Us Online

#### Main Website

[lucidmeetings.com](http://lucidmeetings.com)

#### Meeting School

#### On-Demand Training

[school.lucidmeetings.com](http://school.lucidmeetings.com)

#### Community

[meetinginnovation.  
community](http://meetinginnovation.community)

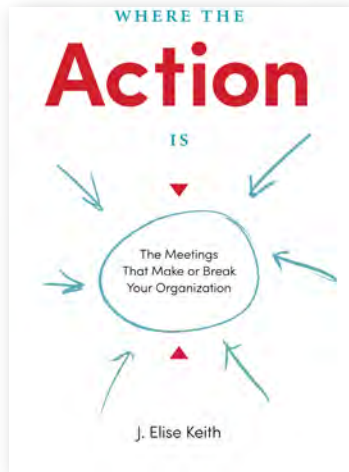
#### Labs Newsletter

[labs.newrulesforwork.com](http://labs.newrulesforwork.com)

#### Contact Us

[lucidmeetings.com/contact](http://lucidmeetings.com/contact)





## Need help with your business meetings? We wrote the book.

“This book is golden. It’s deep, well-researched, and a joy to read. Keith breaks down every business meeting into a taxonomy that provides specific tips – not generic best practices – on formats, timing, and framing. You still may not love every (or any) meeting, but you will find value in the engagement and team performance in the meetings you do have.”

- Reach Partners, Inc.

### Customer reviews

★★★★★ 4.8 out of 5

Ahora disponible en español.



CONTACT US AT [LUCIDMEETINGS.COM/CONTACT](https://lucidmeetings.com/contact)

WE'D LOVE TO WORK WITH YOU.