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## KEYS TO A



# DYNAMIC OFFICE MEETING



### Encouragement & inspiration

No one is above encouragement. It's a powerful tool that gives people the fuel and the confidence to keep going when they don't see immediate results from their efforts or when times are tough. Some ways to find and share inspiration with your team:

- » Show Youtube clips
- » Share real life success stories
- » Invite guest speakers



### Immersion

Take time in each meeting to go deeper into the value you and your company provide to them.

- » Remind your team of special offerings unique to your office, like trainings or hosted client events
- » Let new agents share why they chose to join your team
- » Ask veterans why they stay and what they value about your company



### Development

If you take a vested interest in the growth and development of your people, they will be more loyal, more productive, and they'll help you grow your office.

- » Share information and tips that agents can use to make business or life better right now
- » For each meeting, choose a theme or topic to focus on and discuss as a group
- » Let them know about any planned or upcoming training sessions



### Information

Take 5 - 10 minutes to cover the basics and make sure everyone is up to date on things like:

- » Office policies
- » Paperwork
- » Compliance & ethics updates



### Recognition

Probably the most important part of the meeting is taking the time to acknowledge your agents for their achievements. This is a powerful exercise for building synergy and creating a great family environment and for keeping people connected and feeling like a part of something great. Recognize them for:

- » Helping others
- » Meeting or exceeding goals above and beyond their production
- » And open it up to everyone to recognize each other by asking "who inspired or helped you get further down the path toward your goals this week or month?"