Agenda4

Meetings – the highest unused potential of employees, managers and companies.

An innovative reflection and working platform for the recovery of time, an easier achievement of results and for a sustainable cultural development.

Efficient handling of meetings
- Automated time calculation for the creation of agendas
- Templates for agendas
- Full text search in all protocols
- Automated e-mail dispatch of agendas, pre-protocols and minutes

Professional preparation, holding and post-editing of meetings
- Definition and communication of expectations per agenda item
- Improvement of time management due to time assistants
- Recording of tasks with direct e-mail dispatch to responsible person
- Automated sending of feedback questions to participants after a meeting

Sustainable cultural development
- Systematic evaluation of meetings and feedback questions
- Preparation of evaluations in a dashboard

Versions of Agenda4
- Web-based version (suitable for all e-mail systems)
- Web-based version (direct integration and manually synchronization with Outlook)
- Web-based version (direct integration and automatic synchronization with Outlook)
- Cloud or on premise installations are possible

Advantages and benefits of Agenda4
- Increased efficiency in meeting creation (productivity potential of up to 50%)
- Optimization of resources
- Increase of professionalism in dealing with meetings
- Improvement and analysis of the information flow within the company
- Raising awareness of meetings as a top management tool (overall view is enabled)

Cultural behaviour | Develop culture

Raise awareness	**Establish feedback**
• Why is this meeting taking place?	• Making culture addressable
• What is my contribution?	• Talking about culture
• Is my participation required?	• Reflecting on one's own image and that of others
• How do I have to prepare myself?	• Using meetings as a platform for change

Organizational behaviour | Gain time

Using efficiency	**Increase effectiveness**
• Outlook integration	• Are the right people in the right meetings?
• Self-calculating agendas	• Can we skip meetings?
• Automated e-mail dispatch	• Can we reduce the amount of participants in meetings?
• Full-text search	
• Templates	

Proof & Statistics
- 50% less time in meeting preparation
- Same outcome with 60% reduced meeting time
- Better quality in meetings
- More discussions and decisions in meetings
- Faster speed in transformation

"The meeting software has helped us to improve our meeting culture sustainably. Our meetings are now much better prepared, shorter and achieve more concrete, actionable results. I am confident that in the coming months, we will reduce the number of our meetings and shorten the duration of our meetings."

S. Nesch, Deputy Chairman of the Board, AOK Baden-Württemberg

ALL CONSULTING Group is not only an expert in implementing complete ERP solutions, but has also a wide knowledge and more than 30 years of experience in software development. This includes business and management services with their own platforms such as PLATO, HONORIS, Agenda4, etc. These are all also offered as a software as a service. Customers are offered a wide range of individual and sustainable services for digitalization of business processes.