Program Review Meeting Overview

Demonstrating business impact from your learning program is critically important and one of the primary reasons why SkillSoft clients are highly satisfied. Your SkillSoft account team is committed to facilitating regular Program Review Meetings that support the achievement of your organization's unique goals, objectives and success criteria. During this Program Review Meeting, your account team will highlight program successes and notable trends as well as provide key recommendations. In addition, the Program Review Meeting is an opportunity to share your organization's direction and current business drivers; reconfirm program requirements, business alignment and impact; and initiate strategic discussions and planning to help ensure success. If any changes in the program's composition or direction should take effect, the Program Review Meeting is the ideal venue to discuss adjustments.

What does a typical review meeting agenda include?

During the Program Review Meeting, organizations can expect to:

- Discuss your business objectives, strategies and challenges
- Receive an executive summary of how the program is tracking toward its goals
- Review the ways in which the program is delivering business impact
- Understand new products and services from SkillSoft and how they align to your business needs
- Discuss any changes that need to take effect within the program
- Define next steps to enable ongoing success
Help Ensure Your Success

Who should attend?
Your SkillSoft account team welcomes the participation of all stakeholders in the Program Review Meeting. We highly recommended that the program’s executive sponsors (those who supported the contract), the program managers who oversee the alignment and delivery of the SkillSoft solution and your marketing/communications contacts attend.

How often are review meetings conducted?
Program Review Meetings are conducted at four-month or six-month intervals. Your SkillSoft account team will suggest a meeting frequency based on the unique aspects of your program.

How long are review meetings?
Review meetings are typically 45 minutes to an hour. There are two sections to the review meeting:

- **Executive-Level (approximately 15-30 minutes):** Because organizational priorities can change, during the first thirty minutes, SkillSoft will facilitate a discussion with the executive sponsors about your current business objectives. The aim of this discussion is to ensure that your SkillSoft program is continuously aligned to the present priorities of your organization. If adjustments need to be made to the program’s components, ideas are discussed. In this section, SkillSoft will also deliver a brief executive summary of the program highlights and inform you about relevant SkillSoft news and updates.

- **Program Level (typically 30 minutes):** In this section, further detail is provided about program trends, accomplishments and business impact.

Ready to Meet?
Contact your SkillSoft account team to establish a regular schedule of Program Review Meetings for your organization today!

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