# KICK-OFF MEETINGS: BEST PRACTICES WEBINAR

BEST PRACTICES TO HELP YOU GET STARTED ON THE RIGHT FOOT!

Good morning, everyone. Thanks for joining us this morning!

Once everyone has been brought in from the waiting room, we will go through the following:

1) Everyone is muted.

2) Please forward all questions through the Zoom chat feature. It should be in the top right-hand corner of your screen. We will attempt to get to all questions during the Q & A section at the end of the presentation.

3) The PP and video will be sent out to everyone who registered for this webinar.

4) There will be a very brief survey as we wrap up the presentation. Please stick around right to the end and provide your feedback. It's important.

And with that – let's begin!

# CQN WEBINAR

YOUR HOSTS

ABOUT CQN

Jay          Ronnie

VIDEO PRESENTATION:

• Kick-Off Meeting Best Practices

Pat

**Overview**

Host introductions:

Welcome, I am Jay Spate – Director – Business Development here at CQN.
Joining me today is Ronnie Tallman (Ronnie introduces herself).
Also with us is Pat Robinson. Pat is our in-house subject matter expert with 30 years industry and safety experience in the construction and energy sectors. (Pat introduces himself).

We are CQN. We provide industry-leading contractor management services and software to clients and general contractors in high-risk industries. If your current challenges include certificate tracking, managing contractor assessment or having a single secure access portal for your stakeholders, we have a solution that fits your company. Whether you are managing 12 contractors or 1012, the platform scales to your business requirements and is backed up by industry leading support.

**CQN is more than a traditional registry. We are also a o**ne-stop source for contractor management knowledge and best practices. We are sharing our 20 years of
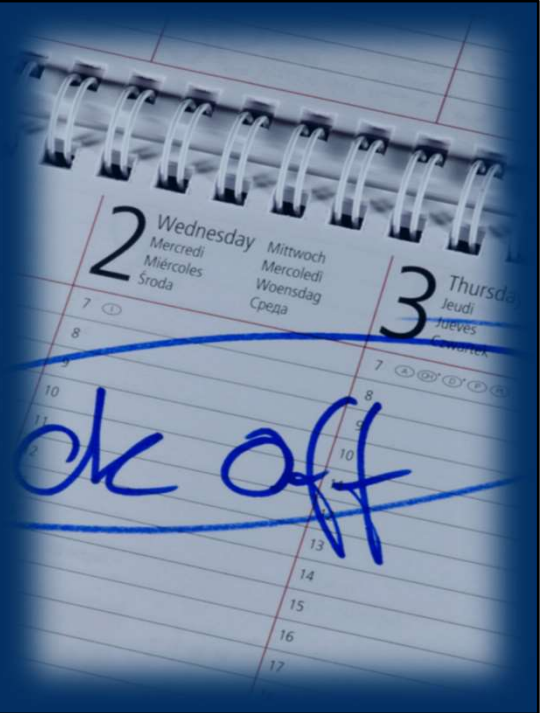
experience and best practices with any organizations that want to improve their systems. Our courses are chock full of practical advice and field-proven processes that will optimize performance and manage risk.

Ronnie and I will be providing the introduction and wrapping up today's presentation which is an educational piece on getting the most value from contractor kick-off meetings.

Upcoming is a unit from our Practical Contractor Management Course: Kick-off Meeting Best Practices.

KICK-OFF MEETINGS:
BEST PRACTICES

- Case Study
- Description
- Goals
- Stakeholders and Teams
- Best practices
- Success factors
- Q & A

Ronnie:

Today, the topic of our presentation is Kick-off Meetings – Best Practices.

This is part of our CQN training module – Practical Contractor Management – Kick-Off and Mobilization.  We are trying something different this morning - Pat has created a video to cover our topic this am.  He will also be answering any questions that come in after.

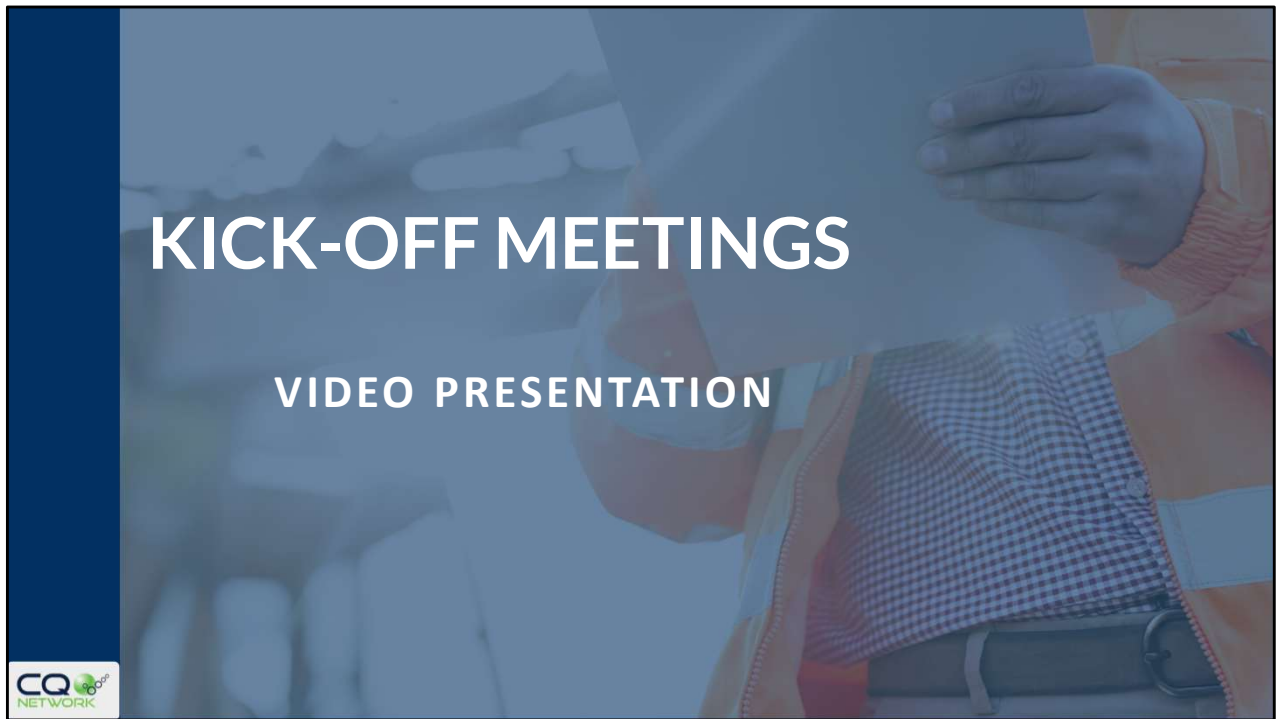We will be referencing a case study throughout our topic.
Defining and describing what kick-off meetings are.
Highlights of who should be involved and what the goals of a successful project kick-off meeting will be covered.
Most importantly, best practices and key success factors will be discussed through this presentation.

A Q & A section will follow Pat's presentation.

Now that Jay and I have provided the introduction to this presentation, we are going to jump into our video presentation.

Begin video. Link will be provided to all registrants.

**Summary:**
Jay:
That concludes our video presentation.

We have kept this to a fairly high level but we wanted to highlight some additional resources and product offerings under the CQN umbrella.

Please refer to www.cqntraining.com for more information on these resources.

We would now like to move into the Q & A session.

Thanks for attending our webinar this morning! We can be reached here.

CQN Training – providing the tools to upgrade the knowledge and skillsets of your team and demonstrate leadership in this increasingly complex and risk-inherent aspect of business operations.

CQ Network - providing a secure, online source of contractor data, documentation, and due diligence functionality.

Watch for invites to future presentations from CQN!

**SHORT SURVEY FOLLOWING THIS SLIDE**

PLEASE COMPLETE THE THREE-QUESTION SURVEY.
WE DO APPRECIATE YOUR FEEDBACK.
THANK YOU FOR PARTICIPATING IN THIS WEBINAR.

Watch for the survey which will appear shortly.

Survey Responses:

Question #1) Did you find the information presented today helpful? Yes (all but one respondent)
Question #2) Would you attend future CQ Network webinars? Yes (all but one respondent)
Question #3) Do you have any suggestions for future webinar topics? Responses included suggestions for more interactivity during the presentation with poll questions, location of participants, etc. Also, a comment thanking us for forwarding the presentation, as there were some details attendees missed – or would like to review further. Several requests for follow up on our presentation – requesting more information. One last comment thanking us for keeping the presentation to the half hour mark.