THE V-EDITION

AUGUST 2018

VICTORY MONTHLY UPDATE

DANDENONG GRAND OPENING

Don't miss the grand opening of our 14th location - Level 2, 311 Lonsdale Street, Dandenong today, Wednesday 1st August!

Our newest location is centrally located in the heart of Dandenong's CBD on the corner of Scott and Lonsdale Streets. Guaranteed to impress, the space has an abundance of natural light and is designed for collaboration, creativity, and innovation.

Click here if you haven't already downloaded your invitation to the exclusive launch of our Dandenong location .

Canapes and drinks will be provided. A night not to be missed, we look forward to seeing you there!



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TOP TIPS FOR A PRODUCTIVE MEETING

Meeting rooms are critical to the success of any business, they provide employees a dedicated space to come together to discuss, innovate and invent. Due to this it has become increasingly important to avoid meetings that are too long and potentially unproductive. The average person starts to feel bored, trapped and detached as soon as a meeting exceeds 30 minutes. Here are some strategies to make your meeting space the most efficient and productive room in your workplace.

1. MORNING MEETINGS INCREASE PRODUCTIVITY

Productivity is at its greatest in the morning and slowly decreases throughout the day. Due to this it is ineffective to hold important meetings at the end of the day, as the predominant focus switches from business topics to returning home. To ensure more productivity is achieved hold your meeting before lunch. This will provide participants with the necessary time to put the ideas discussed within the meeting into action whilst the ideas are still fresh.

2. LEADERS THAT KEEP YOU ON TOPIC

Allocate a leader who is responsible for the meeting content. This leader will be accountable for starting each meeting with a clear structure and creating an agenda that can be handed out to everyone before the meeting starts. This ensures the meeting remains on task and is not hijacked by unrelated topics.

3. SCHEDULE BREAKS

For meetings that are expected to last two hours or longer it is important to offer several scheduled 10-minute breaks. This allows attendees to stretch their legs, check their phone or emails and go to the bathroom. Having these small breaks creates an environment in which people are less likely to get distracted or lose focus, thus bringing their undivided attention back to the meeting.

4. CLOSE WITH A PLAN OF ACTION

An action plan is one of the most effective means of increasing productivity in any meeting. The first step is to allocate someone to take minutes, keeping track of everything discussed. At its conclusion take five minutes to review each item that requires further work one final time, this will ensure everyone is aware of what is required of them before the next meeting.

Meeting rooms are aimed at providing exceptional environments ideal for meeting clients, employees and business partners. No matter how your business utilises meeting rooms, you cannot deny its vital importance to your business's productivity. Host your next meeting in one of Victory Offices prestigious meeting rooms.





"TO IMPROVE IS TO CHANGE,

TO BE PERFECT IS TO CHANGE OFTEN"

WINSTON CHURCHILL