

DEVELOPING EXCEPTIONAL RECRUITERS

New Client Meeting Agenda

Agenda Example for New Client Meeting

Include this in the body of the calendar invite, and recap at the start of the meeting.

Hi (name)

I am very much looking forward to meeting you on (date and time), thanks so much for making the time.

I have included below an Agenda for our meeting to ensure we make the best use of our time together. Please let me know if there is anything you would like to add to this.

9:00am - 9:10am - Overview of your Organisation

9:10am - 9:30am - Overview of your Recruitment Processes and key challenges

9:30am - 9:40am - Overview of (your company) and how we may be able to support you

9:40am - 9:45am - Questions and determining next steps from here

If you have any questions let me know, otherwise I look forward to meeting you on the (date).

Kind regards
(name)

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Innovative and creative recruitment courses.

