

Getting the Most From a One-Hour Call

Objective

This guide equips cross-cultural workers and Great Commission Organization (GCO) representatives to prepare for and maximize the benefit of a consultation or coaching session. A well-structured call leads to actionable insights, stronger collaboration, and greater ministry impact.

Why It Matters: Time is valuable, both for you and the person you're meeting with. A structured approach ensures you gain clarity, identify next steps, and make the most of the session.

Step 1: Pre-Call Preparation

1. Clarify Your Goals

- What specific challenges or opportunities do you need help with?
- What is the ideal outcome of this call?

2. Gather Key Information

- Review relevant reports, data, or documents.
- Identify any resources or context the other party may need.

3. Check Your Tech and Environment

- Ensure a stable internet connection and quiet setting.
- Test your meeting platform (Zoom, Google Meet, etc.).

Step 2: Suggested Agenda for a One-Hour Call

1. Introduction (5 Minutes)

- Share brief backgrounds.
- Open with prayer.
- Confirm key objectives.

2. Discussion of Challenges and Opportunities (10 Minutes)

- Outline key issues or goals.
- Invite the other party to ask clarifying questions.

3. Exploration and Strategy (35 Minutes)

- Brainstorm solutions and strategies together.
- Identify potential resources or next steps.

4. Action Steps and Wrap-Up (10 Minutes)

- Summarize key insights.
- Outline next steps and assign action items.
- Discuss follow-up or check-in plans.

Step 3: Post-Call Actions

- **Review and Implement:** Take immediate action on next steps.
- **Provide Feedback:** Let Switchboard know what was most helpful.
- **Stay Connected:** Keep communication open.

Key Tips for Success:

- **Stay Focused:** Stick to the agenda to maximize your time.
- **Be Open and Honest:** Share real challenges to get the best advice.
- **Set Appropriate Expectations:** Recognize the call's time limits and aim for realistic goals.
- **Follow Through:** Implement action items to build momentum.

Conclusion

A well-prepared and intentional one-hour call can provide clarity, encouragement, and practical steps forward. Use this guide to structure your next conversation and get the most from your time together.

Pro Tip: Leverage other tools, such as the **SAGE Analysis Tool**, and consult with team members to gain additional insights and ensure well-rounded decision-making.



**SAGE
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**Comprehensive
Communication Guide**



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