

“Workshop - Your Tools for Conducting Effective Meetings”
Training program
(English Material)

Course Length: 16 Hours @ 4days

Meetings are inevitable in the daily routine of enterprises; however they can only be productive and time cost effective if the purpose, agenda and objectives are understood by all involved. In this context, the coordinator of the meeting has a definite and active major role. He has to alternatively be the organizer, speaker, mediator, initiator, leader, and keeper of time schedules.

To enable you to efficiently conduct all types of meetings, this workshop offers specialized training during which you will discover the tools and methods to plan ahead, control the flow, attain a higher level of efficiency and better communications with the group, achieving the objectives of your interaction.

Targeted Audience (who can attend)

Top Management

Objectives and Contents

Upon completion of this workshop, every participant will be able to:

- Prepare efficiently for the meeting both in terms of form and content
- Better communication facing a group
- Anticipate conflicts and manage difficult and negative behavior patterns
- Grab the attention of listeners
- Express empathy
- Manage time effectively
- Create an atmosphere of unity in the group
- Encourage new ideas and creativity among the participants
- Formulate a collective decision

During the workshop, each participant will learn to:

- Define the purpose and objectives of the meeting
- Establish the hierarchy of priorities to differentiate the urgent from the important
- Prepare an agenda
- Control his emotions to assert himself
- Present information in a precise and concise form
- Improve the different aspects of communication (attitude, movement, posture, voice, volume, intonation)

- Emphasize the use of facts when expressing different points of view
- Present information using different means of perception
- Reformat the meeting around the objectives
- Wrap up the conclusion of the meeting, collecting constructive feedback