
How to handle meetings effectively

Targets: Developing the skills of preparing and conducting a successful meeting

Beneficiaries: All managerial levels. All people who handle meetings

Program:

- Objectives of the meetings
- Simulation of a realistic meeting
- Verbal and Non-Verbal Communication Techniques
- Roles within a meeting
- The phases of a meeting
- Organization and personal preparation
- Structure of the meeting and direction. Dress rehearsal
- The kick-off: attitudes and ways to start
- Conduction: effective behaviors and attitudes
- The control of the meeting
- Handling feedback
- Involving the attendees through the questions
- Handling difficult situations
- Conclusion: recap , call to action, deadlines
- Follow-Up: the report and the check of planned commitments

During the seminar, participants will take part in Individual and group exercises and simulations