



MAKING MEETINGS WORK

On average, meetings account for between 20 - 25% of work time, and often represent very important moments in the life of the company. When meetings go well, they represent an excellent lever for sharing issues, motivating teams, finding effective solutions and supporting change. To achieve all of this, there are some basic rules that the best meeting leaders adhere to. These rules concern methods that are both straightforward and extremely effective. It is these methods that we are going to show you. By applying them, you will increase the effectiveness of your meetings.

This programme is designed for:

- supervisors
- assistants
- staff in central functions
- anyone who has to run meetings

At the end of this course you should be able to:

- prepare a meeting according to your goals
- run a meeting so that the plan fits your goals, by allocating roles, act as a facilitator, and encourage the group to make decisions and agree on the next steps
- deal with troublemakers
- run difficult meetings according to what your goals are: selling a change initiative, brainstorming, etc.

The communication certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

your meetings will be more productive
you'll find solutions to your problems more quickly
you'll develop your stage presence and influence

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

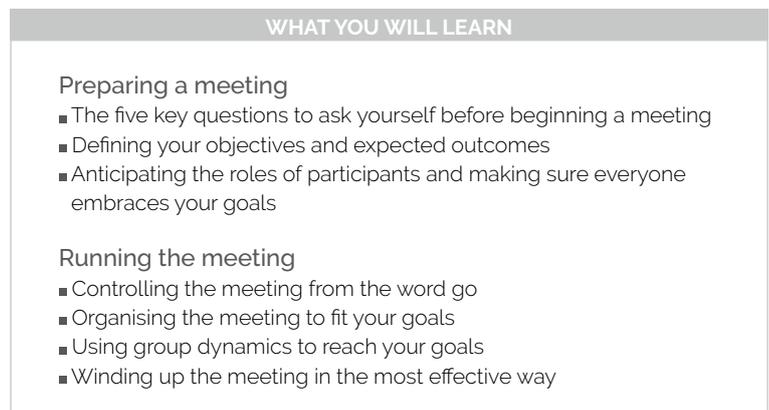
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



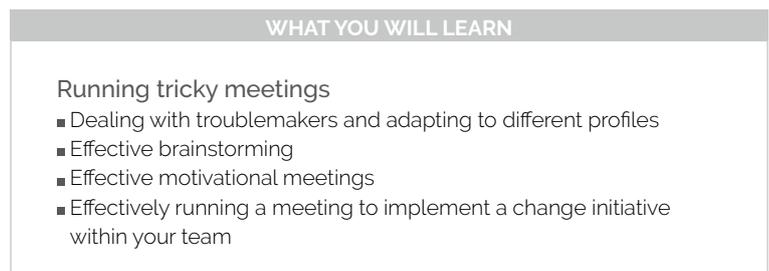
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

