

# EFFECTIVE MEETINGS



## DISCOVER

Meetings are an everyday activity in any company and organization. Teams meet to exchange ideas, manage projects, report, give feedback, develop solutions and evaluate their peers, or simply catch-up with their colleagues. They play a crucial role in the life of a company, but also in maximizing efficiency and fostering creativity.

In this sense, it is of outmost importance that professionals know how to plan, organize, execute and facilitate meetings.

The Effective Meeting workshops are designed to develop interpersonal skills for any facilitator and provide her/him with all the necessary tools that will support her/his tasks. They also delve into strategies and tactics to incentivize collaboration and participation, give voice to all meetings' participants, and energize creativity and out of the box thinking in everyday activity in any company and organization.



## AUDIENCE

- Managers
- Team leaders
- Administrative assistants
- Project managers
- Trainers
- Developers



## BENEFITS

- Organize more productive meetings
- Enhance synergy and collaboration
- Enable creative thinking
- Build consensus, handle conflict and keep meetings on track
- Confront behaviors more effectively
- Direct meetings that reduce frustration and produce results
- Keep content, process and structure on track to produce positive outcomes

As the result of this program, the participants will cover different modules:

- Module 1: Develop strategies and tactics for effective team meetings that strengthen working relationship and improve practice efficiency
- Module 2: Based on Cultural Orientation Framework assessment and interactive exercises, match your meeting approach to the situation, type of relationship required and realistic objectives and be sure that you set the right tone
- Module 3: Describe key roles and set ground rules, consistent meeting agenda, good habits and enrolment of all participants
- Module 4: When is the goal accomplished and how to measure the results? For short term goals and in a longer perspective