

Make Every Meeting Matter

-Référence: **IE-23**

-Durée: **2 Jours (14 Heures)**

Les objectifs de la formation

A qui s'adresse cette formation ?

POUR QUI :

- Company executives who wish to prepare and conduct effective meetings.

Programme

- **Group communication strategies**
 - Basic principles of communication.
 - Role of the Chairperson.
 - Facts versus received ideas.
 - Collaborative techniques.
 - Eliciting participation.
- **Addressing the Group**
 - Body language and congruence.
 - Identifying and managing different behavioural styles.
 - Handling stress.
 - Using appropriate language style, pace and intonation.
- **Preparing the Meeting**
 - Location and creating the right atmosphere.
 - Defining the agenda, objectives and priorities.
 - Preparing and distributing adequate support material.
 - Selecting the right people to help facilitate.
- **Being Chairperson**

Programme

- Effective introductions.
- Chairperson as facilitator or leader?
- Making it a Meeting of Minds.
- Building trust and reconciling different styles and opinions.
- Maintaining open, clear and respectful exchanges.
- Suggesting alternative methods and procedures.
- Generating new ideas or approaches.
- Problem solving.
- Dispute resolution.
- Closing with a plan of action.
- Creating and maintaining group memory.
- Post-meeting evaluation.
- Orsys Twitter : Formation Informatique et Formation Management



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Nous sommes à votre disposition :
De Lun - Ven 09h00-18h00 et Sam 09H00 – 13H00

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