

Meeting Management for Positive Outcomes

How to be effective, efficient and successful when it counts



“If what you are doing is not moving you towards your goals, then it’s moving you away from your goals.”

Brian Tracy

Master your communication and meeting challenges!

As a business professional, it is important for you to make a competent impression at meetings - especially if you are the one responsible for the meeting process itself. Your aim is to be effective, efficient and successful when it counts and to ensure that a positive outcome is achieved. You should understand not only how to organise a meeting but how to structure the proceedings and manage the available time. Additionally, you have to confidently control and manage the interaction that takes place. During this training, you will improve your skill at planning, preparing and managing a meeting with a clear objective in mind and you will upgrade the personal communication abilities you need to do this successfully.

Training especially designed for:

- Anyone who needs to organise and run meetings.
- Guide group size and programme length: perfect for groups of 8 or more in 2 days.

Learning objectives:

- Acquire effective planning and preparation tools: implement a simple six-step model to guide you through the process.
- Improve your facilitation technique: learn how to keep the process moving towards the outcome.
- Optimise your meeting communication: lead others confidently and clearly, knowing what to say and when to say it.
- Satisfy expectations: understand the needs and interests of those at the meeting and ensure follow-up.

Try - Test - Adapt - Apply!

- Simulate the real-life scenario of managing a meeting using role-play.
- Analyse your style by seeing yourself in action on video.
- Receive feedback from your peers and your coach.
- Apply useful preparation tools out of the training box.
- Track your progress using the “Learning Log and adapt learning to optimise individual performance.

A participant’s perspective:

“A good mix of tools, input and practice. I learned how to structure a meeting and how to keep everyone involved on track.”