

PRESENTS
**MEETING
MANAGEMENT**





TRAINING:

MEETING MANAGEMENT

Are you frustrated with the way your meetings work? Do they lack focus? Are there times some members of the group dominate the proceedings? Are you not always sure who should attend? Are you looking for a way to structure meetings to make them more effective yet at the same time maintain an open atmosphere? This training not only covers the simple need of meeting structure, but includes some intervention strategies.

Ø **Training topics:**

- The value of meetings
- Preparation before the meeting
- The role of the meeting chair
- The role of the meeting participants
- How to control meetings
- Communicating effectively in meetings
- Dealing with difficult dynamics
- What makes sustainable agreements
- After the meeting follow-up



Ø **How will you benefit:**

- Understand the value of meetings as a management tool
- Recognize the critical planning steps that make meeting time more effective
- Identify the steps to take to create an open and safe forum for discussion
- Develop and practice techniques for handling counterproductive behaviors
- Know how to make decisions that can be sustained once the meeting is over
- Develop a follow-up strategy for meetings

Ø **This training will consist of 2 sessions:**

Date & Time	What's Included?	Price
Saturday September 11 th , 2010 September 18 th , 2010 Time: 09.00-12.00	<ul style="list-style-type: none">• Instruction by an expert facilitator who will be announced later• Small interactive classes• Specialized manual and course materials• Personalized certificate of completion	Afl. 465*,-

*Ask for our group discounts