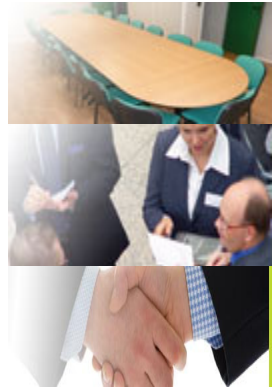


Leading and conducting meetings 2 days ENG01



Objectives

- Acquire skills in preparing and conducting meetings.
- Test and increase your ability to lead and facilitate group expression in order to improve meetings efficiency

Prerequisites

None

Public concerné

People who lead and conduct meetings regularly.

Course principles

Interactive methodology.
Presentations
Exercises and role play

Follow-up

Post-training level evaluation

1. Prepare the meeting.

- Set goals.
 - Different types of meetings.
 - Setting up the environment.
 - Prepare the agenda.
 - Organize the meeting.
- Exercises in meeting preparation.

2. Conduct the meeting.

- Roles: leader, recording secretary, participants.
 - Expression.
 - Sensitive situations.
 - Group autonomy.
 - Consensus process.
- Exercises in conducting meetings.

3. Action closure and follow-up.

- Conclusion.
- Evaluation process.
- Minutes.
- Follow-up.