

Syllabus

COURSE SPECIFICATIONS

DURATION

Training is given in one day (6 hours)

(The content and the duration of this session can be adapted for a personalized on-site training.)

TARGET AUDIENCE

People who wish to become more skilled at leading meetings that are better structured, more efficient and satisfying for all participants.

DELIVERY METHOD :

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities

Follow-up available (Optional)

CERTIFICATION

Training Certificate

ACCREDITED BY EMPLOI-QUÉBEC

TELEPHONE :
(514) 365-8397

EMAIL:
info@solutionsandco.com

WEBSITE:
www.solutionsandco.com



Corporate Training

"Personal Effectiveness" Series

Animating and Leading Efficient Meetings

DESCRIPTION

This course shows participants the best practices, instructions and techniques required to plan and organize relevant and efficient meetings, host meetings in keeping with set objectives, use productive techniques and tools, deal with difficult behaviour and strengthen team work.

OBJECTIVES

Allowing the participant to:

- Understand the success factors of meetings
- Plan and organize relevant and efficient meetings
- Lead meeting in keeping with set objectives
- Use productive techniques and tools

COURSE CONTENT

Introduction

- General notions
- Types of meetings and relevant reasons for holding a meeting

Preparing a Meeting

- Setting objectives
- Developing an agenda
- The list of participants
- Organizing resources

Leading a Meeting

- The leader's role
- Meeting-hosting styles
- Behaviour management

Evaluation & Follow-Up

- Measures
- Meeting report
- Follow-up

The Leader

- Their role
- Types of leaders
- Meeting-hosting styles
- Behaviour management

Designing Your Personal Action Plan