

Leading meetings **effectively**

Managers spend a large part of their time in meetings. They often view these hours as being unproductive and meaningless because important subjects are not addressed. This time can be used more effectively if managers succeed at steering the conversation in the right direction. This does neither require authority nor quick-wittedness, but systematic preparation, a good structure and practice. In this workshop, you will learn how to structure meetings and you will have the opportunity to practice each phase of a meeting.

Key objectives

- Leading conversations with ease and empathy
- Using preparation and introduction phases to find your way into your role
- Adapting the work phase of the meeting to suit the needs at hand
- Relying on determination and clarity to save resources
- Handling difficult situations with confidence

Course content

- Well-prepared introduction
- Objectives, preparation, getting into the groove
- Getting to the point quickly
- Conducting workshops with a focus on results
- The emotional side of meetings
- Handling difficult situations
- How do I facilitate meetings with my supervisor as participant?
- Practice, practice, practice ...

Who should attend?

Managers who hold meetings on a regular basis and who want to increase their effectiveness. Employees who lead project and team meetings.

Your benefit

During numerous exercises, you will learn to identify your active leadership strengths. You can rely on these tools to systematically prepare for meetings and structure them in an intuitive way. Thanks to your experience, you will handle difficult situations more serenely.

Methode

- Knowledge exchange among participants
- Practical role-play
- Theoretical input
- Practice and feedback in learning groups
- One-on-one and group work with personalized exercises
- Reflection on personal experiences

Organisation

- Maximum number of participants: 14
- This workshop can be booked as an in-house event.
- Duration: 3 days
- A, D, CH & CEE-Countries

"Until now, I was unaware of the importance of a well-prepared introduction. I will certainly do that in the future."

Participant quote