

Chairing and Conducting Meetings

2 Days

BGCM

OVERVIEW

This is a highly practical training that enables and trains participants to conduct efficient meetings and transform them into a source of motivation for the team.

DESIGNED FOR

Designed for all managers and head of units who have to conduct meetings regularly.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Understand that a meeting is necessarily linked to a decision.
- Understand the extent to which comprehension of decision-taking mechanisms and integrating them into their behaviour improves the efficiency of meetings.
- Become aware of the fact that communication is a key element of a successful meeting.
- Recognise and be on top of obstacles to communication.
- Understand that the efficiency of meetings is only guaranteed by setting prior rules and using a communication strategy.

TOPICS COVERED

- Establishing expectations and analysis
- Rules
- The link between meetings and decisions
- The various phases of meetings (preparation, process, introduction, conclusion)
- Styles of conducting and regulation tools
- Conclude a meeting
- Individual action plan

EXTRA NOTES

An equivalent course is available in Arabic and French. Please call us for details.