

LEADING TEAM MEETINGS

Duration: 1 day (7h)

Date : on demand

Price general public: EUR 575/pers. (no VAT)

Price in-house: on demand (4-12 pers.)

OVERVIEW

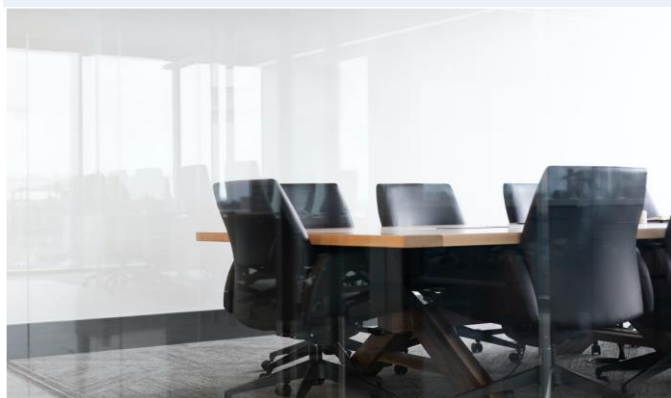
Regular meetings are important to manage internal teams and to inform and engage external stakeholders. They are the preferred means of communication at work for information sharing and cohesion building. Team meetings also serve to make joint decisions and to accelerate change. As everyday occurrences, meetings help move projects forward, think through problems and anticipate risks. They also reveal team members' ideas and expose their concerns. Leading meetings well and drawing out all the potential they carry is an essential management and communication skill. This training provides highly relevant examples, best practices and exercises of team meetings in one day.

LEARNING OBJECTIVES

- Optimising meetings in your own organisation
- Facilitating team meetings effectively and efficiently
- Using different applications to run meetings on-site and online
- Structuring the agenda and the staff contributions to the meeting.
- Managing the phases of the meeting, the presentations, discussions, and decision-making sections
- Using appreciative language: deliver praise and thanks elegantly
- Understanding and integrating sociocultural differences in regional and international meetings

AUDIENCE & PRE-REQUISITES

- No pre-requisites
- Audiences: Team leaders or managers responsible for organising and leading departmental, transversal and remote meetings.



LEADING TEAM MEETINGS

PROGRAMME

- Types of meetings: objectives and functions (introduction, review, decision, evaluation, lessons learned)
- Invitations, agenda, time management
- Agreement on procedure and rules of conduct
- Organising participation: guest lectures, expert input, and problem-focused discussions
- Presentation, discussion and decision phases
- Managing the knowledge input of the participants
- Communication styles
- Leadership styles
- Use of participative and collaborative techniques
- Dealing with latent or overt conflicts in the meeting
- Notes and protocols
- In-person and virtual meetings
- Ensuring clarity of decisions and follow-up actions

METHODS & EVALUATION

Alternating between theoretical input, role-playing, and exercises

Satisfaction assessment :

- On-the-spot evaluation
- Post training evaluation

Assessment of learning outcomes :

- Self-assessment
- Questionnaire after the training

Recognition: EUROBOGEN training certification

OTHER RELATED TRAINING

- Project management
- Managing teams effectively
- Diversity management

For people with disabilities, the organization is committed to being accessible.

CONTACT

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