

EFFECTIVE MEETINGS

Productive and goal oriented outcome is the key to effective meetings. Developing skills to ensure objectives are met.

FACTSHEET



TARGET GROUP

Manager and team leader with a strong business need to improve the “focus” and “productivity” of their meetings. Workshop participants learn to get more from their meetings and use the meeting time more effectively. The seminar is also effective in order to transform a company's meeting culture.

OVERVIEW

- Defining the objectives:
- Putting together a realistic and goal oriented agenda
- Considering time factors: pre and post meeting preparations
- Communication Skills for effective meetings
- Managing Group dynamic
- Securing and documenting results and “next steps”

EFFECTIVE MEETINGS

VALUE

- Deciding on goals and objectives of a meeting
- Activating, motivating and steering the meeting
- Using the time effectively: Preparation prior to the meeting
- Developing communication skills for meetings situation
- Dealing with groups. Argumentation and steering

PROGRAMM CONTENT

The following content offers an overview of possible content for this training. A curriculum will be finalized, based on the individual needs of the participants, resulting from the individual needs and learning analysis.

Meeting Objectives

- Defining the objective: Finding consensus, making decisions, generating ideas
- Considering time efficiency
- Setting expectations: Putting together an agenda

Considering the time factor

- Communicating the objective
- Allocating time for the topics
- What can be done prior to a meeting
- Securing results and next steps

Group dynamic and task forces

- Considering the participants and their role in the meeting
- Steering and guiding to effective results: Keeping the meeting on track
- Decision making processes

Communication skills

- Moderation and presentation techniques
- Getting to the point: questioning techniques
- Argumentation and steering techniques

www.kerntraining.com · info@kerntraining.com



KERN AG Training & Co. KG

Frankfurt headquarters: Leipziger Straße 51 · 60487 Frankfurt am Main · Tel. (069) 7 56 07 39 - 0 · Fax (069) 7 56 07 39 - 5 · kern.frankfurt@kerntraining.com

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