

# Effectively conducting a meeting

Hands-on course of 2 days - 14h

Ref.: CRE - Price 2024: CHF1 530 (excl. taxes)

This course will enable executives to plan, run and control meetings in an efficient professional way. Based on communication, specific tools and techniques will be provided to those attending to run meetings that achieve their aims, including a high degree of consensus from the participants.

## EXERCISE

Self-assessment test. Case studies. Practicing the right behaviors in filmed role-playing.

## THE PROGRAMME

last updated: 01/2018

### 1) Group communication strategies

- Basic principles of communication.
- Role of the Chairperson.
- Facts versus received ideas.
- Collaborative techniques.
- Eliciting participation.

### 2) Addressing the Group

- Body language and congruence.
- Identifying and managing different behavioural styles.
- Handling stress.
- Using appropriate language style, pace and intonation.

### 3) Preparing the Meeting

- Location and creating the right atmosphere.
- Defining the agenda, objectives and priorities.
- Preparing and distributing adequate support material.
- Selecting the right people to help facilitate.

### 4) Being Chairperson

- Effective introductions.
- Chairperson as facilitator or leader?
- Making it a Meeting of Minds.
- Building trust and reconciling different styles and opinions.
- Maintaining open, clear and respectful exchanges.
- Suggesting alternative methods and procedures.
- Generating new ideas or approaches.
- Problem solving.
- Dispute resolution.
- Closing with a plan of action.
- Creating and maintaining group memory.
- Post-meeting evaluation.

## PARTICIPANTS

Company executives who wish to prepare and conduct effective meetings.

## PREREQUISITES

None.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

# DATES

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REMOTE CLASS

2024 : 04 Jul, 17 Oct