



## Structuring meetings to gain efficiency

### Description

Why invest time to optimize the efficiency of its meetings? **How to lead a good meeting ?**

Meetings are part of companies' life and organizations. However, most of employees say they spend a lot of time in meetings. These meetings are not always productive.

The effectiveness of meetings depends on several things related to the preparation and conduct of the meeting. How to define and share the objective of the meeting, how to define your posture as meeting facilitator, what tools to privilege to keep track of decisions made and pending items.

In this training, we suggest you revisit the ways to prepare and animate your meetings in order to optimize their effectiveness. Together, we will discuss methods, tools and tips for structuring the stages of your meetings and developing participant engagement, using concrete tools. We will also discuss the tools to facilitate remote meetings.

### Course Content

- The meeting's objectives
- Participants commitment and motivation
- Meeting preparation phase
- Facilitation techniques for face-to-face and remote meetings
- Interactive and non-interactive tools and their uses during meetings
- Managing note taking and monitoring tools

### Lab / Exercises

- Practical methods and tools, immediately applicable
- Sharing good practices and tips
- Presentation of interactive tools and participative animation techniques
- Concrete and pragmatic time management techniques
- Overview of good practices related to the management of corporate meetings

### Documentation

- Digital courseware included

### Participant profiles

- Managers in need to improve his meeting facilitation techniques, including the preparation stage

**Prerequisites**

- No prerequisites

**Objectives**

- Identify the potential objectives of a meeting, the participants and their role at the different stages of the meeting
- Master the preparation of a meeting and engage the participants from the planning stage
- Structure your meeting in different stages and define the expected results
- Optimizing time management during meetings and adopting time management rules
- Optimizing your mastery of the three functions of the meeting facilitator: management, production and regulation
- Identify strengths and areas for improvement in preparing for and conducting meetings

**Description**

How to lead a good meeting : structuring meetings to gain efficiency

**Niveau**

Fondamental

**Classroom Registration Price (CHF)**

1300

**Virtual Classroom Registration Price (CHF)**

1300

**Duration (in Days)**

2

**Reference**

COM-REUN