

Planning, Organising and Conducting Effective Meetings

Goal:

The success of discussions and meetings largely depends on professional and targeted chairing. The participants learn techniques that enable them to lead meetings so that all the important information flows, everyone is motivated, and the guiding principles for the next steps are defined and carried out in a controllable manner. The aim is to learn about the efficient preparation, conduct and follow-up of a meeting as well as the communicational “tools”!

Target group:

Employees whose tasks include the organisation and chairing of meetings and discussions

Content:

- A pragmatic approach to preparation
- Guidelines: Approach to facilitating meetings and workshops (opening, clarification of expectations, working on the topic, securing results, conclusion and reflection)
- Different types of meetings and how to conduct them (goal setting, decision making, problem solving)
- Visualisation techniques
- What to do when you run out of ideas? Use of creative and problem-solving techniques
- Role and tasks of the chairperson
- Intervention and control techniques
- Dealing with objections, reservations and resistance

Methods: Presentation, practical examples and role plays, individual and group exercises, exercise presentations, discussion

Duration: 2 days

Group size: max. 8 people