



Afrissance

MEETING MASTERY MASTERCLASS

COURSE OVERVIEW

This one-day workshop is designed to give delegates the skills and tools needed to initiate and execute successful, productive meetings. Delegates will learn that there are planning steps that have to take place to make meetings more effective and understand the value of meetings as a management tool...

PURPOSE - LEARNING OBJECTIVES

- Understand the value of meetings
- Recognise when a meeting is not necessary
- Gain confidence to run a meeting
- Learn techniques to engage the attendees
- Learn to handle conflict/ negative behaviour
- Learn how to achieve maximum result in the limited time

PARTICULARS - WORK AGENDA

Why Meet?

- What is the point of a meeting?
- When not to meet

Meetings: Conflict management

- Expectations and responsibilities
- Managing conflict

Planning productive meetings

- Achieving maximum results in minimum time
- Achievable meeting objectives
- How long is too long?

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PEOPLE - WHO SHOULD ATTEND?

- Anyone interested in improving their skills in time and meeting management

COURSE MATERIALS (INCLUDED)

- Program workbook

DURATION

- One-Day Program

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