



Syllabus

PER655: Efficient and productive meetings

Duration: 1 day

Trainer: Jorj Helou

TRAINING DESCRIPTION

The meeting is a communication space that helps share information, exchange opinions, and make decision.

In this workshop, we will explore some best practices to foster the participant's engagement and optimize the flow to gain efficiency.

LEARNING OBJECTIVES

Take the time to rethink and uplift your meeting practices if you believe that you have too many meetings, that some excessively stretch, that discussions are not progressing enough, or if the meeting climate is undermining the team's performance.

- Optimize the performance of your meetings
- Encourage the involvement and mobilize the participants
- Reach strategic outputs

METHODOLOGY

Interactive presentations (30%), practical activities (70%). Participants introspect their current meetings, craft a more focused agenda, define clear messages, learn proven facilitation techniques, and receive extensive feedback at all stages.

CONTENT

1. Guarantee the climate
2. Set goals
3. Foster collaboration
4. Plan the logistics
5. Determine the content
6. Build the flow
7. Understand the participants
8. Facilitate and engage
9. Manage reactions
10. Ensure the follow-ups



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TARGET AUDIENCE

Any professional who needs to lead meetings in the workplace, especially for coordinators, team leaders, project leads and managers.

OTHER INFORMATION