

WEBINAR: Effective Meeting Management



Overview

In business, we need meetings to create understanding and resolve problems as well as establish agreements by consensus. Our careers depend on effective meetings to manage the work of the team members, review results, and create a mind shift in your company. Effective meetings transform the way organization and people do business.

We all need to have effective skills to manage meetings. Employees who master running effective meeting have a 33% more chance to get higher promotions. If you want to deliver effective meetings from formal board meetings to informal discussions, this seminar is for you. You will learn how to draw the best of the time, energy, resources spent in meetings and get the desired resolution to problems and the best agreements by consensus.

Objectives

At this program's conclusion, participants should be able to

- Keep meetings focused and on track
- Produce high quality resolutions, agreements and decisions
- Gain skill and practice in managing effective meetings

Who Should Participate

- This seminar is designed for team facilitators, managers, supervisors, leaders, administrators or members who wish to conduct or participate productively and effectively in meetings.

Key Topics

- I. Framework Of An Effective Meeting
- II. Impact Of Effective Meetings
- III. Types Of Meetings
- IV. How To Organize A Successful Meetings
- V. Effective Meeting Management
- VI. Important Elements When Planning Meetings
- VII. Overview Of An Effective Meeting
- VIII. Meeting Agenda
- IX. Facilitation
- X. Tasks Of A Facilitator
- XI. Meeting Seating
- XII. Robert's Rules Of Order

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Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

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