

Chairing Business Meetings

Recommended for everyone who chairs meetings.

WHAT IT'S ABOUT

Preparing and structuring meetings so that others join and see the reason why.
Chairing so that people are engaged, focused, and do not “switch off.”
Finishing meetings with clear outcomes and follow-up to achieve results.
Building healthy relationships in meetings that will move teams forward.

TRAINING AIMS

By the end of the course, the participants will be able to:

- create a result-driven meeting structure;
- define meeting goals and deliverables and end their meeting with clear results;
- manage meeting dynamics and involvement;
- prepare well for a meeting (agenda, invitation, time frames) and follow up after it.

DURATION & COMPONENTS

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| Prework | Complete Needs Analysis Survey |
| Session 1 | Workshop: Smart & Healthy (2h) + Before a Meeting (2h) |
| Session 2 | Workshop: During the Meeting (3h) |
| Individual 1-2-1 calls | 40 min/person to discuss meeting practice scenario |
| Session 3 | Final Meeting Practice (in 2 groups, 5 people/per group, 4h/group) |
| Time commitment per participant: | 11h of online workshop 40 min of coaching Up to 1h of homework spread over the 1-2 weeks of the course |

- Post Course: individual mtg feedback + Mtg Minutes practice by email
- Digital Materials: slide decks and practice scenarios

TRAINERS

Monika Madoń, Diana Bonczar

For trainer profiles please go to <https://accentbusiness.pl/team/>

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