

# mini–Chairing Business Meetings

---

Recommended for everyone who doesn't have experience with chairing meetings and wants to prepare for it.

## WHAT IT'S ABOUT

---

Preparing for meetings (how to start, how to run, how to end).  
Structuring result-driven meetings.  
Practicing short meeting facilitation.

## TRAINING AIMS

---

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

- start a call in a powerful way (small talk, goal setting, communicating agenda);
- manage meeting participants and dynamics;
- finish with clear action points.

## DURATION & COMPONENTS

---

Prework	Complete Needs Analysis Survey
Session 1	Workshop: Smart & Healthy + How to start (3h) (including 1 mtg practice)
Session 2	Workshop: How to run + How to finish (3h) (including 1 mtg practice)
Time commitment per participant:	6h of online workshop

- Digital Materials: slide decks and exercises

## TRAINERS

---

**Monika Madoń, Diana Bonczar**

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

---

**For more information, please contact us:**

website: <https://accentbusiness.pl/>

email: [abt@accentbusiness.pl](mailto:abt@accentbusiness.pl)

mobile: +48 519 670 541