

Dynamic Meeting® - Target-oriented leadership & moderation

Do you agree that a meeting with the right and motivated people is an excellent communication forum? That is, if the chairman has mastered the right meeting techniques and skilfully employs them.

Goals

- You know how to fruitfully plan, conduct and follow up a meeting
- You are able to effectively lead a purposeful and participant-oriented meeting
- As an attendee, you know how to contribute to a meeting in a targeted manner

Contents

- The fundamentals of a meeting
- Communication strategies and important rules
- Planning and execution of a meeting: the meeting cycle
- Information, discussion, problem solving, decision-making
- Meeting follow-up and implementation of resolutions

Methodology

Dynamic Meeting® is an intensive and interactive 1-day workshop. You practice meeting situations with video sequences and role plays from your daily routine. You will receive field-proven checklists and

models.

Target Group

- Executive managers
- Committee and board members
- Team and project leaders
- Anyone looking to improve his or her meeting leadership skills

Scope

- Dates as per calendar
- 7 participants
- Duration: 1 day (14 hours)
- Trainer: Erik Leibundgut & Jakob Müller
- PMP-certified participants can claim 7 PDUs

Pricing

CHF 950 excl. VAT, subject to change

Included in the price are documentation, video material, lunch and snacks.

Course description	Course date	Course time	Day/s	Location	Course language	Comment
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Currently there are no events.