Dynamic and productive meetings

Duration: 1 day
Audience: Pour tous

Who is this training for?

Any person called upon to organize and lead meetings

Training objectives

- Clarify the purpose of meetings
- Understand the winning conditions for value-added meetings
- Clarify the key steps for managing and coordinating a meeting
- Explore best practices and pitfalls to avoid
- Discover tips for using digital facilitation tools
- Manage relationships to keep the meeting at the right level of discussion

Summary

Discover the best practices and experiment with the tools necessary to strategically and effectively mobilize your teams in order to generate results and satisfaction. Are you a manager or leader and want to transform your meetings, whether virtual, in-person or hybrid, into dynamic, productive and human work sessions? This training aims to help you discover best practices, experiment with the necessary tools and mobilize your teams. No more boring and useless meetings! You will leave this training with the confidence and know-how to raise the level of impact of your meetings.

Course outline

The Why of Meetings

- Define what leads to the choice to organize a meeting
- Concept of collaboration in meetings
- Meetingnitis
- What defines a productive and dynamic meeting

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- The benefits of a productive and dynamic meeting

Types of meetings

- The 7 types of meetings : their definition, their derailments and the solutions to stay on track with the desired goals, both in the position of participant and in the position of facilitator

The management and coordination of a meeting : before-during-after

- The activities to be carried out before the meeting and the key support tools
- The activities to be carried out during the meeting and the key support tools
- The activities to be carried out after the meeting and the key support tools
- The delegated roles Meeting formats: Face-to-face, virtual, hybrid What defines the choice of meeting format
- The winning conditions for each meeting format : face-to-face, virtual, hybrid

Communication and collaboration tools in the digital age

- The main collaboration tools of the Microsoft 365 suite
- The choice of tools according to the objectives of the meeting
- Some tips on the use of technologies

Relationship management

- Possible obstacles in terms of working climate and difficult interpersonal relationships
- Solutions to be considered to address each type of obstacle

Approach and methodology

- Experiential approach focused on the experimentation of tools and practices.
- Alternating presentations, demonstrations and practice.
- Interactive exercises and exchanges promoting collaborative learning
- Role-playing to develop facilitation and facilitation skills.
- Sharing of good practices and feedback between participants.

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Recommendations

- Actively participate in exchanges and practical activities.
- Provide concrete examples of meetings experienced to promote learning.
- Be open to experimenting with new methods of facilitation and interaction.
- Quickly apply tools and techniques in professional meetings.
- Commit to a process of continuous improvement of its meeting practices.

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