

# Effective Meeting Skills.



## Outcomes.

Participants will:

- Build their confidence to lead and direct meetings to a predetermined outcome
- Develop skills, techniques and meeting-management tools
- Learn how to facilitate and synthesise ideas from a group
- Enhance their face-to-face communication skills
- Understand how to successfully plan for an effective meeting.

## Duration.

1 Day for 6-8 participants

## Who should attend.

Sales professionals.

## How to register.

To make a booking simply go to [www.rogenSi.com](http://www.rogenSi.com) and click on the Business Learning Centre tab, then choose your program and location.

## For more information.

Call: 1800 797 447  
Email: [blc.australia@rogenSi.com](mailto:blc.australia@rogenSi.com)  
[www.rogenSi.com](http://www.rogenSi.com)

## Overview.

rogenSi's Effective Meeting Skills program provides the necessary skills, approaches and tools to effectively and proactively help you get the most out of your meetings.

Meetings are a vital cog in the day-to-day running of most organisations. They are an integral part of the communication and problem solving processes, critically important across functions and organisational levels. However, most people's experience when faced with challenges within a group to solve problems, facilitate brainstorming and make decisions is far less than optimal.

## Challenges addressed in this Program.

- Poorly run meetings that have no tangible outcome.
- The need for group sessions to be constructive and positive.
- Achieving 'buy in' for essential company initiatives.
- The need for action plans and a commitment to delivery.
- Facilitating client initiatives and projects.
- Facing challenging audiences with mixed agendas.

## Key components of this Program.

- Overview: The Anatomy of a Meeting.
- The three stages of successful meetings.
- How to plan a meeting that people will attend.
- Structuring meetings to make them run like clockwork.
- Optimising participation and commitment through communication.
- Dealing with difficult people.
- Process tools for decision making, problem solving and action planning.

From a clear and simple set of steps your meeting preparation will become more focused on the desired outcomes. You will understand how the meeting dynamic works reading situations and applying tools and approaches that enable you to facilitate effective communication and reach worthwhile objectives for the whole group.