

Conducting Meetings

Duration: 1 Day

Fundamentals of conducting meetings

- The purpose of meetings
- Planning meetings
- Participating in meetings
- Closing meetings

Managing meetings

- The role of leaders
- Decisions and ideas
- Eliminating groupthink

Conflicts, climates, and difficult personalities

- Resolving conflicts
- Meeting climates

Communicating as meeting leaders

- Communicating clearly
- Using effective language

Listening effectively and asking questions

- Improving listening skills
- Asking effective questions

Communicating nonverbally

- Nonverbal communication
- Interpreting nonverbal communication