



effective meetings - PACOMEET ©

objective	To provide a practical system and day to day techniques to run effective meetings
target group	All managers and employees who wish to improve the effectiveness of their meeting time
topics	<p>Introduction</p> <p>The polarity of time and sociability What is the difference between effectiveness and efficiency?</p> <p>Meeting time</p> <p>What are meeting-time consumers? How can I run effective meetings? What types of meetings are there? Roles and tasks The meeting checklist What are prerequisites and how to use them in meetings? What kind of tools can I use to speed up the progress of my meeting?</p> <ul style="list-style-type: none">- tools for generating ideas- tools for visualising and analysing data- tools for reaching a consensus- tools for planning actions <p>What kind of interactive skills do I have to use in meetings?</p> <p>Checklist</p> <p>Use of a checklist</p>
duration	<p>1 day</p> <p>can be combined with the training PACOTIME ©</p>