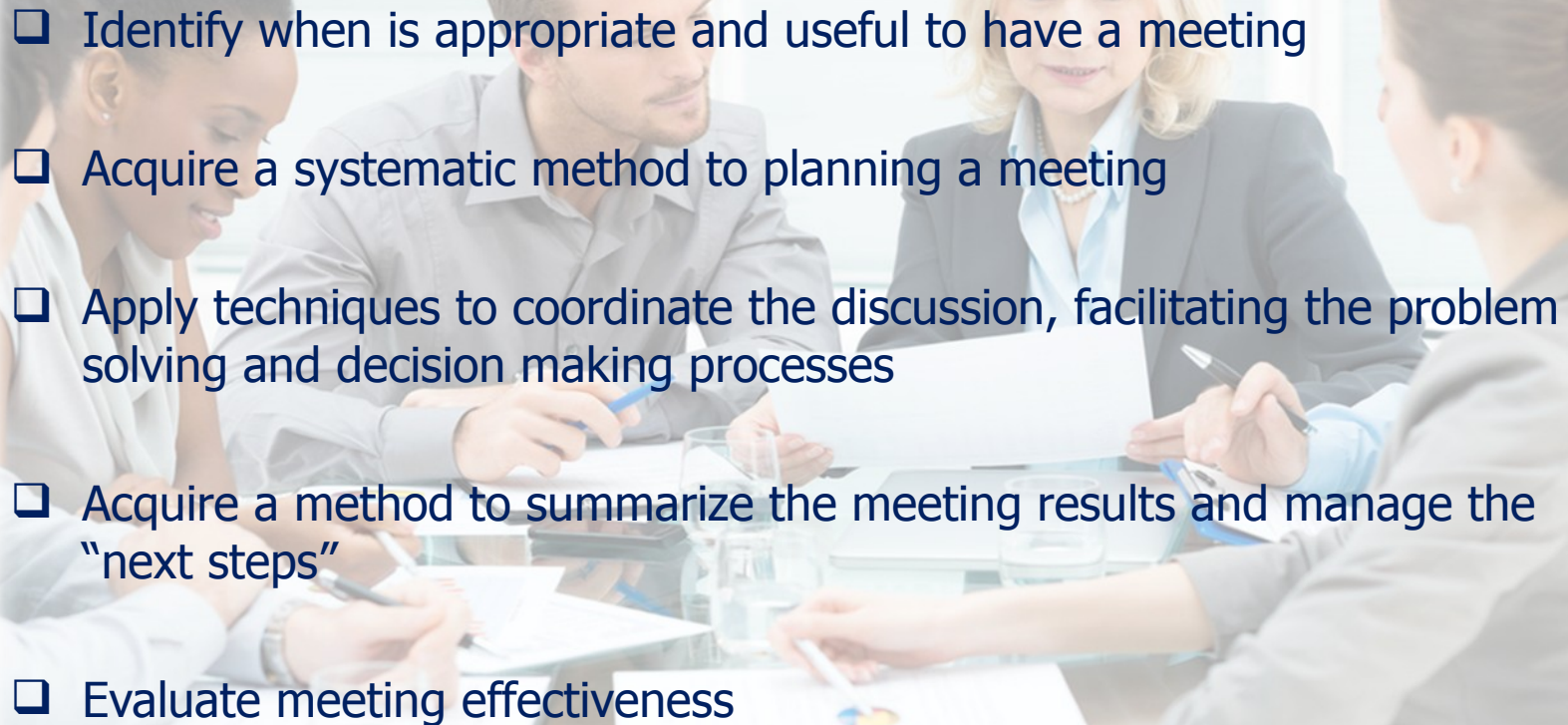


## *Effective meeting management (1 of 2)*

### Learning objectives

- 
- ❑ Identify when is appropriate and useful to have a meeting
  - ❑ Acquire a systematic method to planning a meeting
  - ❑ Apply techniques to coordinate the discussion, facilitating the problem solving and decision making processes
  - ❑ Acquire a method to summarize the meeting results and manage the “next steps”
  - ❑ Evaluate meeting effectiveness

## *Effective meeting management (2 of 2)*



### Structure of the program



## For more information

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