

# Effective Meeting Management



## Preparation for the course

### Facet5 Profile

- ✓ multilingual **online** questionnaire, internationally validated
- ✓ detailed report to know your **natural style** of meeting management

## Course structure – virtual classroom

- ✓ 4 modules (2 hours each) with exercises during and between one module and another
- ✓ **individual development plan** at the end of the last module
- ✓ follow-up (2 hours) after 6 weeks to share the progress and results obtained and continue the application of the techniques acquired
- ✓ **maximum 6 participants**

**Individual coaching upon request** during or after the course for a **customised** approach based on your specific needs

## Why participate?

Managing meetings effectively is not easy: meetings are often improvised, long and unproductive.

The course provides **proven techniques and tools** for planning and managing meetings effectively **both in presence and virtual**.

The course includes **simulations** of typical meetings **with feedback** in order to facilitate participants' engagement and 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**

**Language** English, Italian

**Contact us for more information!**



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