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## Conducting a Meeting Level 1 Course

### Duration

1 Day (08:30 - 16:00)

### Objectives

Conducting a Meeting course teaches students about planning, participating in, and concluding successful meetings. Students learn how to establish the purpose and agenda of a meeting, facilitate participants' progress toward the meeting goals, improve their leadership abilities, facilitate situation analysis, brainstorming, and decision making, foster creative thinking, manage conflict among meeting participants. Course activities also cover building a positive climate during a meeting and following best practices of verbal and nonverbal communication. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with a companion CBT program.

### Who should attend?

The typical students of this course will be managers, supervisors or team leaders who need to learn how to implement quality measures in order to increase productivity within their organization.

## Prerequisite

None

## Course Outline

### 1. Fundamentals of Conducting Meetings

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

### 2. Managing Meetings

- The role of leaders
- Decisions and ideas
- Eliminating group think

### 3. Conflicts, Climates, and Difficult Personalities

- Resolving conflicts
- Meeting climates

### 4. Communicating as Meeting Leaders

- Communicating clearly
- Using effective language

### 5. Listening Effectively and Asking Questions

- Improving listening skills
- Asking effective questions

### 6. Communicating Nonverbally

- Nonverbal communication
- Interpreting nonverbal communication

To check the course schedule, location, pricing and to book online please visit [http://www.multimediacentre.co.za/courses/conducting\\_a\\_meeting.php](http://www.multimediacentre.co.za/courses/conducting_a_meeting.php)

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.