

Meeting Skills and Joint Decision-Making

Worldwide on average, staff attend 62 meetings every month: developing the ability to perform efficiently and effectively in internal and external meeting environments, making a difference and making these meetings work for you and the organization is self-explanatory.

What You Learn Specifically

- Identify a typology of meetings, their stages of development and learn to plan and structure meeting processes (other than from a substantive point of view) and adopt the appropriate meeting style and strategies
- Basic meeting tools and techniques in order to enhance self-confidence and dovetail preparation to meetings objectives
- Comfortably assume various meeting roles within various meeting/negotiation settings and environments while managing the paramount dichotomy of substance and individuals
- Taking stock of actual personal behaviours and meeting skills, improve them where necessary and focus on key communication and negotiation skills which hold the promise of effective outcomes and process management

What You Learn Overall

- ✓ Acquire a “Meetings Toolbox” and easy-to-use techniques in order to foster self-confidence and improve meeting “return on investment”
- ✓ Develop new individualized communication and meeting strategies adapted to different contexts, from bilateral and multilateral setting to virtual meetings
- ✓ Promote one’s own skilful participation before, during and after meetings

Duration 1-2 days

