



COLLECTIVE  
EFFECTIVENESS

# Effective Meetings

## DESCRIPTION

This course shows participants the best practices, instructions and techniques required to plan and organize relevant and effective meetings, host them while keeping with set objectives, use productive techniques and tools, deal with difficult behavior and strengthen team work.

## OBJECTIVES

ALLOWING THE PARTICIPANT TO:

- Understand the success factors of meetings.
- Plan and organize relevant and effective meetings.
- Lead meetings while keeping with set objectives.
- Use productive techniques and tools.

## COURSE SPECIFICATIONS



### FORMAT

- In-house



### DURATION

Training is given in a day (6 hours).

(The content and the duration of this session can be adapted for a personalized on-site training.)



### TARGET AUDIENCE

People who wish to become more skilled at leading meetings that are better structured, more effective and satisfying for all participants.



### DELIVERY METHOD

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities. Participants' experiences are used as support to put new notions into action.

Highly personalized and interactive approach, the groups are limited to 15 participants.



### LANGUAGE

Available in:

- French
- English



### CERTIFICATION

Training Certificate

Emploi  
Québec



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## COURSE CONTENT

### THE ART OF EFFECTIVE MEETINGS

- Definition
- Types of meetings
- Causes of failure
- Contribution and influence
- Participants' expectations
- The two dimensions of an effective meeting.

### THE OPERATIONAL DIMENSION

- Steps of a meeting
- Pre-meeting: Preparation
- During the meeting: sequence
- After the meeting: Follow-up

### THE RELATIONAL DIMENSION

- Participants' expectations
- Participants' roles
- Host's role
- Communication
- The host's functions
- Clarifying content
- Facilitating the climate
- Monitoring procedures

### PERSONAL ACTION PLAN