

Managing Meetings

Program Snapshot

The ability to conduct meetings that are both effective and responsive to external factors is an integral part of a professional's development. Other than being sharp-focused and time efficient, meetings should have productive outcomes and leave the team members feeling energized and excited about their work. Our training programme is specifically designed to help participants

- Learn to plan and conduct more productive & effective meetings
- Know the role of a facilitator and how to facilitate effectually
- Learn to chair meetings successfully vis-à-vis time, while minimising & intercepting disruptions
- Handle personality conflicts while maintaining an objective outlook & encouraging productive collaboration within the team

For Levels

Middle Managers / Team Leaders / Supervisors / Line Managers / Customer Service Managers

Duration

1 day

**RAISE
THE
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