Meeting Management Training

BİLGİNÇ IT Academy
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Duration: **1 Day**

Overview

One of the biggest time-wasters in companies is unproductive or unnecessary meetings. Both managers and employees are affected by this inefficiency—and most are frustrated by it.

Purpose of the Training:
This training aims to equip both managers who lead meetings and employees who attend them with effective approaches to make meetings more productive and efficient.

Who Should Attend

- Senior and middle-level managers
- All employees who want to improve their meeting planning and facilitation skills
- Anyone working in the business world
- Individuals with future-oriented career goals

What You Will Learn

- You will become aware of your competencies that can be effectively used in meeting management.
- You will be able to manage decision-making mechanisms in meetings with ease and make fast and effective decisions.
- Your presentation and persuasion skills will improve, enabling you to conduct more creative and engaging meetings.
- You will be able to communicate more effectively and experience stronger teamwork in your professional life.

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Outline

- What is the purpose of meetings?
- Types of meetings
- Planning participants
- Tips for successful meetings
- Responsibilities of the meeting facilitator
- Active listening and asking questions
- Avoiding unproductive meetings
- Dealing with difficult participants
- Time management and practical application
- Golden rules of meetings
- Meeting documentation and reporting