

Guide Meeting result-orientated

Learn the methods to achieve results in groups!

Theme

Common moderation and leadership seminars devote only 20% of their time on techniques how to guide a group of people in a meeting. However, 80% of them are moderation methods. From our perspective, however, the secret lies in the professional use of group dynamics in order to achieve clear results, change faults and oppositions into constructive behavior and achieve one consent which is implementable for all.

Goal

- In this seminar, you will be aware of your own role as a leader at a meeting.
- You will learn how to control groups so that the group is able to develop realistic plans or solutions, find agreements and get feedback.
- You will learn the key principles for successful meetings and are able to describe best practice cases for all the principles.

Principal training topics

In this course we deal with the principles of an effective presentation to empower groups to achieve your objectives. Issues with which we do follow a clear structure:

- A correct preparation
- How to start a discussion
- Control groups without oversteering
- Formulate questions effectively
- Hold the focus on a group topic
- The power of the pen - recording the results in the group
- Keep the energy level high
- Dealing with disorders and meeting dynamics
- Consensus happen in case of any discrepancy
- Conclude the meeting with a sustainable result

Duration

2 days

Time

14.-15. May 2009

5.- 6. November 2009

Place

IMIG AG, Poststraße 35-37, 71229 Leonberg

Price

980 Euro zzgl. gesetzl. MwSt.



Registration: Online at www.imig-akademie.de/online or by fax: 0 71 52 / 9 28 46-35