

# effective meetings

Meetings either one to one or, in groups are popular communication method in business and social settings.

Normally it uses time of so many people. Making these effective not only saves time & money, it also builds long-term relationships.

## Contents

Types of meetings

Process of meetings

Result oriented meetings

Purpose

Agenda

Time limit

7 golden rules

Essential preparation steps

Understanding group behaviour

Ensuring effectiveness

Records

### Take Away

On attending this training workshop, the participants will appreciate essentials of an effective meeting. They will understand the benefits of process approach & will be inspired to use the learning in their workplace.

To benefit from this training workshop as an organization or, an individual or, a group, please <u>contact us</u>.



## **Objectives**

To get an insight into meeting processes with a view to practice effective methods & behaviour.

#### Who should attend?

Middle level, Senior level

#### What is the duration?

1 day, 2 days

#### choose duration

#### Interaction language

Hindi, English, Hindi/ English

#### Methodology

Multimedia Presentation Lecture Facilitated Discussion Group exercise Individual exercise Mock sessions Anecdotes Role plays Inventory Games Q & A

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