



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.

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