

Meeting At A Distance

2 jours

Time is precious. It is just important to decide whether a meeting is worth being organized and conducted on the premises or at a distance.

As a participant, a meeting at a distance can be the best option. No need to travel, just a click and the meeting can start!

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Public

This training is dedicated to anyone wanting to conduct or participate in all kinds of professional meetings.

Operational objectives

Be able to:

- have a better understanding on how to be pertinent, convincing at a distance
- have techniques to communicate efficiently on the telephone in a limited time
- organize, prepare and conduct a meeting the proper way
- know how to maintain attention

Contents

- **Being aware of the specificities of a meeting at a distance:** understand tools and pedagogy at a distance, work on the telephone skills
- **Preparing a meeting :** work on key messages and communication objectives, list and order the items to be developed, structure the speech, prepare a time scheduled script, send a detailed agenda before the meeting, to be completed by the participants...
- **Preparing adapted handouts and documents to be used at a distance :** how to prepare a PPT think of illustrations to use, vary handouts according to meeting purposes and objectives to be reached (decision to make, follow up a project, discussion meeting, brainstorming etc.)
- **Conducting a meeting :** how to lead a meeting in three steps, review of techniques to get participants into action, how to conclude a meeting
- **Overcoming specific obstacles:** understand and answer properly the participants' needs and expectations, learn how to maintain participants' attention and how to handle the different personalities and reactions at a distance, how to deal with objections ...
- **Participating in a meeting:** how to prepare and join a meeting at a distance, know exactly when and how to participate, how to get into action
- **Conducting / participating in a meeting in a cross-cultural context:** being aware of the cultural differences (stereotypes, communication, time management)

Pedagogical methods

- The training is adapted to real life situations in a working context
- Role plays, case studies, brainstorming, exercises, feedback
- Building up proper handouts

Handouts

- Taylor made training
- Worksheets, leaflet and individual action plan