

# Holding meetings effectively in an international context

# MAIN OBJECTIVE OF THE TRAINING

Handle the different types of meetings and leading techniques to make them more forceful.

# CURRICULUM

#### Define and identify the different types of meetings.

- In-house team meetings and project introduction meetings.
- Briefing, debriefing and problem-solving meetings.
- External meetings: formal meetings, client meetings or negotiation meetings.

#### Get prepared for a meeting

- The attendee, the organizer, the leader.
- Place, room setting and required tools.
- Agenda.

### Articulate a meeting

- Greet, introduce, contextualize and apologize for absentees.
- Break the ice and get catchphrases to draw attention.
- Reiterate the meeting goals.
- Stay within the time limits.

#### After a meeting

- Minutes
- Attendees' monitoring.

# PUBLIC CONCERNED

Anyone who needs to hold meetings in an international context, and who wants to improve their intercultural meeting techniques, whether in French or in English.

#### **REQUIRED LEVEL**

B1 level (or higher) in French or English. No specific degree, qualification or certificate is required.

#### **TERMS AND CONDITIONS**

inter-company training:	intra-company training:
Organisation : minimum of 4 and maximum of 8 applicants.	Organisation : individual training or small group training.
Delivery method : online.	Delivery method : face-to-face or online.
Language : French or English.	Language : French or English.
Term : 14 hours (over 2 days).	Term : 14 hours (over 2 days).
Dates : please contact us.	Intra-company fee : on demand, please contact us.
Inter-company fee : 1,200 € (excl. VAT) per applicant.	Accessibility : online training, or in your company. Please
Accessibility : online training, accessible to the disabled.	provide us information about accessibility to the disabled. Set
Set time limit after registration : 1 month.	time limit after registration : 1 month.
Teaching resources : both theory and role-playing teaching	Teaching resources : both theory and role-playing teaching
with case studies and analysis tools.	with case studies and analysis tools.
Assessment: continuous assessment with tests, quizzes and	Assessment : continuous assessment with tests, quizzes and
simulations.	simulations.
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COOPTALIS FORMATION SAS - 29C, Avenue de la Marne, Parc du Verseau, Immeuble Le Méridien, 59290 WASQUEHAL training@anywr-group.com - www.anywr.com

Déclaration d'activité enregistrée sous le numéro 32 59 09457 59 auprès du préfet de région des Hauts-de-France Capital de 1 000,00 Euros - R.C.S Lille Métropole 831 636 063 - TVA Intracommunautaire FR 10831636063