

## 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:

Organisation : minimum of 4 and maximum of 8 applicants.

Delivery method : online.

Language : French or English.

Term : 14 hours (over 2 days).

Dates : please contact us.

Inter-company fee : 1,200 € (excl. VAT) per applicant.

Accessibility : online training, accessible to the disabled.

Set time limit after registration : 1 month.

Teaching resources : both theory and role-playing teaching with case studies and analysis tools.

Assessment: continuous assessment with tests, quizzes and simulations.

#### intra-company training:

Organisation : individual training or small group training.

Delivery method : face-to-face or online.

Language : French or English.

Term : 14 hours (over 2 days).

Intra-company fee : on demand, please contact us.

Accessibility : online training, or in your company. Please provide us information about accessibility to the disabled. Set time limit after registration : 1 month.

Teaching resources : both theory and role-playing teaching with case studies and analysis tools.

Assessment : continuous assessment with tests, quizzes and simulations.