

Conducting interactive meetings - ENG

2 jours - 14,00 heures
Programme de formation

Objectifs pédagogiques

Pedagogical objectives

- Increasing your effectiveness in leading a meeting
- Acquiring new facilitation tools to lead a participative meeting
- Adopting a facilitation approach
- Managing blocking situations and obstructive behaviour in a meeting

Compétences visées

- Choosing the right collective intelligence tools to run a meeting
- Adopting a facilitator's approach to a meeting
- Effectively preparing for a remote or in-person meeting
- Defusing opposition, getting participants involved and motivating them

Description / Contenu

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Stage 1: *Getting your meeting off to a good start*

- Different types of ice-breaker
- 5 questions to ask yourself when preparing for your meeting
- The essentials: the invitation, the choice of in-person or remote...

Virus and antidote: How to mess up a meeting. Collective intelligence tool

- Introduce effectively: The chat;

Stage 2: *Leading a meeting*

- The facilitator's approach
- Understanding how a small group works
- What makes a remote meeting different

Practical exercises using collective intelligence tools

- Suitcases and balloons: What is easy/difficult when leading a meeting;

Stage 3: *Types of meetings and their tools*

Innovating - finding solutions - Making a decision - Unblocking a situation

Group exercise : Speed boat - Spit it out ! - Stay start stop;

Stage 4: *Dealing with contradiction*

How to respond to an objection Asserting yourself in the face of obstructive behaviour Preparing a 10-minute meeting in pairs using one of the collective intelligence tools

Modalités pédagogiques

Educational format

On site : 1 or 2 days

Remote : 2 or 4 x 3,5 hours workshops via Teams, GoogleMeet, Zoom...

Individual coachings if needed





Moyens et supports pédagogiques

Educational resources and supports

- Slide show PPT
- Pedagogical Support
- Digital Tools (Mentimeter, Jamboard ...)

Modalités d'évaluation et de suivi

Evaluation and monitoring methods

- Self-positioning by participants on a digital platform shared with the trainer (at the beginning and end of the course)
- Assessment by the trainer at the end of the course
- On-the-spot assessment immediately after the course
- REX - One-hour practice-sharing workshops one or two months after the initial training course
- Post-training assessment one or two months after the course
- Performance questionnaire sent to the customer three months after the course

Nous sommes à votre écoute au 01 47 66 25 20

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