



## effective meetings - PACOMEET ©

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| objective    | To provide a practical system and day to day techniques to run effective meetings   |
| target group | All managers and employees who wish to improve the effectiveness of their meeting time  |
| topics       | <p>Introduction</p> <p>The polarity of time and sociability<br/>What is the difference between effectiveness and efficiency?</p> <p>Meeting time</p> <p>What are meeting-time consumers?<br/>How can I run effective meetings?<br/>What types of meetings are there?<br/>Roles and tasks<br/>The meeting checklist<br/>What are prerequisites and how to use them in meetings?<br/>What kind of tools can I use to speed up the progress of my meeting?</p> <ul style="list-style-type: none"><li>- tools for generating ideas</li><li>- tools for visualising and analysing data</li><li>- tools for reaching a consensus</li><li>- tools for planning actions</li></ul> <p>What kind of interactive skills do I have to use in meetings?</p> <p>Checklist</p> <p>Use of a checklist</p> |
| duration     | <p>1 day</p> <p>can be combined with the training PACOTIME ©</p>  |