

# MANAGE & COORDONATE A MEETING

## Objectives

- Knowing how to get prepared for a meeting
- Controlling coordination techniques and build tools
- Knowing how to be a constructive and productive participant
- Understand a group behaviors. Knowing how to regulate them
- Manage interpersonal mistakes and conflicts
- Knowing how to deal with agenda and time
- Writing the report in real time
- Know how to make a meeting reach its goals in order to satisfy participants

## People concerned

Every business occupation.

## Duration

2 days

## Know-How acquired

### 1<sup>st</sup> part: Preparing the meeting

A meeting opportunity: when is a meeting essential or useless?

Is it better to organize only one or several meetings?

Criteria which allow you to measure the meeting success.

20 key-questions that should be reconsidered to prepare a meeting, examples: topic(s), agenda, participants, coordination methods and material.

Material list and coordinator's logistic.

Coordination notations organization: aide-mémoire, red line. Know how to establish the necessary duration with margins and limits.

### 2<sup>nd</sup> part: the meeting

The catcher, the launch introduction

Make a round table: coordination technique to make it quick and efficient. Remind objectives at the beginning of the meeting.

Distribute operational roles (Report writer, timing and logistics). Organize debates: launch, coordination.

Know how to impose on participants an individual or in subgroup reflexion when necessary: When in the meeting? For which productivity and how to use the participants' productions? Know how to sum up during the meeting. How to coordinate a reflexion meeting? Know how to stimulate the participant's creativity within a specific framework.

What are group dynamics?

- What can the coordinator do, , with oppositions between people, to cope with tough participants?

- How to channel leaders?

- Influence mechanisms and their control.

An active listening is a of a meeting coordination fundamental principles:

- Knowing how to listen to a group on 3 levels.

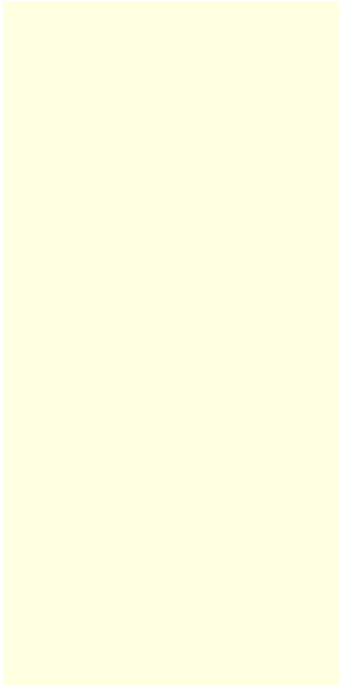
- Extending your questioning list to make people take part, produce and make trade easier.

- Knowing how to rephrase, sum up and capitalize essential information

- Using space and written aids

### 3<sup>rd</sup> part: After the meeting

Knowing how to end with an action plan



Knowing how to use a self-analysis form of coordination performance: draw personal lessons and improve.