

# Why are we sitting around the table?



## INSPIRATION SESSION

### How efficient are meetings?

You have masses of work. But your overzealous colleague schedules yet another meeting. It's always the same song: no one dares to express their opinion, everyone interrupts each other, fidgeting with their mobile phone ... And the worst thing is decisions fail to materialize. Meetings for nothing. According to 83% of employees, meetings take up one third of the working time. However, time is money, right? Strange, because 47% also complain that meetings are their biggest waste of time. This has to change. And believe us: this can be done differently.

During our inspirational session, we ask the question: why do we sit around the table? Is a meeting really necessary, or can it be done via e-mail? And if you meet, what is the purpose of it? Do you opt for a physical, hybrid or online meeting and who do you invite? Then we really get down to business. We will inspire you with numerous tips for an efficient, interactive meeting. So that your employees leave the meeting table full of energy and motivation. Ready to get started?

### LENGTH

1.5 hours (without break) or 3 hours (with break)

### NUMBERS OF LISTENERS

from 10 to 500

### LANGUAGE

Dutch, French or English

### MOOD

peaceful exuberant



jovial confrontational



focus on mindset

focus on behavior



## LEARNING OBJECTIVES

### You will learn this during a session 1,5 h 3 h

The biggest annoyances and pitfalls during a meeting.	✓	✓
How to determine the most appropriate means of communication by first defining your purpose. The do's and don'ts of email.	✓	✓
That the caller is faster. Because you give or get immediate feedback.		✓
The technical and communication concerns in a video call.		✓
Tips and tricks for messaging and chat.		✓
How to organise an efficient meeting: preparation, invitation, objective, interaction, conclusion and follow-up.	✓	✓
How to frame and structure your message.		✓
How words, voice use and body language affect your message.	✓	✓
How to respond to the other person's communication style and preference. The 4 colours of Insights Discovery. How to create interaction and engagement with all participants. From informing to communicating.	✓	✓
Tips and tricks to communicate wonderfully clearly.		
How best to respond to emotional reactions during a meeting.		✓
The do's and don'ts of presenting with slides during a meeting.		✓

Depending on the time available, the content can be adapted according to your needs and emphases.

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