

# Why are we sitting around the table?



## TRAINING

### How to have efficient meetings?

"It's always the same colleagues who arrive late, there is no agenda, we just sit and listen to service announcements, no one dares to voice their opinions, people walk in and out and no decisions are made." We spend an average of 300 hours a year in meetings. And worst of all? Most meetings are labelled as completely useless. But how can that be? Surely meetings are supposed to be efficient? Yes, indeed! High time to do something about it.

During our two-day training you will get concrete tips on how to take charge during a meeting. During challenging assignments, you will hone your meeting techniques: from excellent preparation to framing and explaining your idea. From creating strong involvement or dealing with resistance to tackling disruptors constructively. No more interruptions or fiddling with smartphones. From now on full focus at the table, with a solid energy boost afterwards! Let's kick off!

## LENGTH

an 8-hour day

## NUMBER OF PARTICIPANTS

between 4 and 12

## LANGUAGE

Dutch, French or English

## LEARNING OBJECTIVES

### In a nutshell: what will you learn during a training?

When best to use which communication tool.

Tips to make e-mailing more efficient.

That calling is more personal and the fastest medium.

That a video call can be just as effective as a live meeting. Especially when all the technical aspects are right, and it is not a one-way street.

That messaging or chatting is easy and safe, but a lot less personal.

The importance of thorough preparation.

How to keep the meeting streamlined, to the point and connecting.

14 different options to structure your message clearly.

That you'd better stop just informing during a meeting. You can increase engagement through audience interaction.

To manage your emotions, conflicting interests and resistance..

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