

EFFECTIVE TEAM MEETINGS

Course Code: 821250

Learn about planning, facilitating, and conducting successful meetings.

This one-day instructor-led Effective Team Meetings Training course teaches you about planning, facilitating, and conducting successful meetings. You will learn how to establish the purpose and agenda of a meeting, facilitate participants' progress toward the meeting goals, improve their leadership abilities, facilitate situation analysis, brainstorm and make decisions, foster creative thinking and manage conflict among meeting participants. Interactive course activities also cover building a positive climate during a meeting and following best practices of verbal and non verbal communication.

What You'll Learn

Upon successful completion of the Effective Team Meetings Training course, you will:

- Learn about planning, facilitating, and conducting successful meetings.
- Learn how to establish the purpose and agenda of a meeting
- Facilitate participants' progress toward the meeting goals and improve their leadership abilities,
- Facilitate situation analysis, brainstorming and decision making.
- Foster creative thinking and manage conflict among meeting participants.

Who Needs to Attend

Managers, team leaders and team members who want to learn how to prepare, facilitate, and conduct team meetings with more impact.

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VIRTUAL CLASSROOM LIVE

\$905 CAD

1 Day

Virtual Classroom Live Outline

Fundamentals of Conducting Meetings

- The purpose of meetings
- Planning meetings
- Participating in meetings
- Closing meetings

Managing Meetings

- The role of leaders
- Decisions and ideas
- Eliminating group think

Conflicts, Climates, and Difficult Personalities

- Resolving conflicts
- Meeting climates

Communicating as a Meeting Leader

- Communicating clearly
- Using effective language

Listening Effectively and Asking Questions

- Improving listening skills
- Asking effective questions

Communicating Non-Verbally

- Nonverbal communication
- Interpreting nonverbal communication

May 6 - 6, 2025 | 10:00 AM - 4:00 PM EDT

Aug 6 - 6, 2025 | 10:00 AM - 4:00 PM EST

Nov 7 - 7, 2025 | 10:00 AM - 4:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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