



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Meeting Skills for Leaders, Third Edition

Course Number: AX084-181

Days: One Day

Description: This training program is designed to help you acquaint others with the skills necessary to improve meetings. This course, participants will learn how to prepare and organize meetings that will accomplish stated goals, to select and arrange suitable facilities and equipment, how to conduct meetings that are interactive and productive, and how to evaluate meeting effectiveness. The content is applicable whether participants are in a leadership role or not.

Topic-Level Outline

MODULE 1: EFFECTIVE MEETINGS

- Defining an Effective Meeting
- Deciding to Have a Meeting
- Planning an Effective Meeting

MODULE 2: SETTING UP AND CONDUCTING MEETINGS

- Guidelines for Facilities and Equipment
- Visual Aids and Projection Methods
- Virtual Meetings
- You're Role as Leader
- Structuring Information Meetings
- Structuring Decision-Making Meetings
- Activity: Decision-Making Practice

MODULE 3: LEADING DISCUSSIONS

- Module 2 Review
- Stimulating Discussion
- Handling Difficult Situations
- Understanding and Managing Conflict

MODULE 4: IMPROVING MEETINGS

- An Improvement Model
- Evaluating Meetings
- Providing Feedback
- Being a Productive Participant
- An Action Plan for Success
- Learning Objectives Review
- Course Evaluation

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports ([Dashboard](#))

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives

Excel Automation

([Excel Automation](#))

MS PROJECT

Get fast reports!

Master MS Project for quick info and outcomes

([MS Project](#))

KEYBOARDING

Save time!

Learn to touch-type and be more accurate.

([Keyboarding](#))

EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.

Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



CONTACT DETAILS

Arnold Muscat

Direct 083 778 4903

Email: sales@collegeafricagroup.com

Click to Join our [Loyalty](#)



Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

Call Centre: 0861 114 679

(Office Hours)

Website: www.collegeafricagroup.com

CAG [Newsletter](#)