

BUSINESS MEETINGS TRAINING FOR MANAGERS AND LEADERS

Course Agenda



Course Overview:

Program Overview

Sprintzeal Business Meetings Training Course for Managers and Leaders is designed to equip professionals with the skills and techniques necessary to conduct and participate in effective business meetings. Participants will learn how to plan and prepare for meetings, facilitate discussions, manage time efficiently, and follow up on action items. Through interactive sessions and practical exercises, participants will gain insights into creating productive meeting environments that drive collaboration, decision-making, and goal achievement.

Prerequisites:

There are no specific prerequisites for this course. It is suitable for professionals at all levels who are involved in organizing, leading, or participating in business meetings.

Target Audience:

- Managers and team leaders
- Project managers
- Executives and business leaders
- Sales professionals
- Anyone involved in business meetings and collaboration activities

Key Learning Outcomes:

- Value the importance of productive meetings.
- Recognize key components for success.
- Understand reasons for meeting failures.
- Acknowledge employee influence in meetings.
- Identify different meeting types.
- Appreciate the impact of well-run meetings.

Course Agenda:

Module 1 - The value of meetings

- How to develop better business meeting skills.
- What makes meetings successful.
- Types of meetings within organizations.

Module 2 - Roles and responsibilities

- Team-building skills.
- The role of the chairperson, timekeeper, recorder, and participants.

Module – 3: Responsibilities

- Key responsibilities.
- Meeting roles.
- Meeting responsibilities.
- The role of people at meetings.
- How to lead a meeting.

Module – 4: Leadership styles for meetings

- Leadership styles.
- Why some meetings fail.

About Sprintzeal's Business Meetings Training Program

Sprintzeal's Business Meetings Training Course for Managers and Leaders provides participants with the knowledge and skills needed to conduct and participate in productive business meetings. Led by experienced facilitators, this program offers practical insights and hands-on experience to help participants become proficient in planning, facilitating, and following up on meetings effectively. Join us to learn how to maximize the impact of your business meetings and drive success for your organization.