



# Preparing, leading and facilitating a meeting

Strengthen your ability to prepare and lead effective and productive meetings

## Objectives:

- Identify the issues and objectives of a professional meeting
- Mastering meeting techniques
- Structuring the meeting: the different stages
- Choosing appropriate facilitation methods
- Leading with confidence and efficiency
- Understanding and adapting to the way a group operates
- Managing individuals
- Getting to know yourself better as a facilitator (strengths and areas for improvement)

## Contents:

### The functions and uses of meetings

- Having a defined objective and agenda, and shared operating rules
- Identify the 5 phases required for a quality meeting
- Identify the 3 moderating positions through practice

### Animation methods and their advantages

- Practising introducing the meeting
- Develop your facilitation skills
- Learn to lead productive discussions
- Learn to lead effective brainstorming sessions
- Strengthen your ability to secure buy-in through clarity, concision and conviction

### Meeting production: during and after

- Energising the group and dealing with any situation
- Managing time to improve efficiency
- Learn how to choose the right presentation style for the situation
- Taking notes and writing clear, concise minutes
- Identify best practices for integrating remote meeting tools

### Animation training in professional situations

**Duration:** 2 days

**Public and prerequisites:** Anyone - Anyone who has led meetings or will be leading meetings in the near future.

**Price:** Upon request

## Quilotoa learning method:

Based on theatrical techniques, active and practical, it aims to give each participant the autonomy that is essential for lasting progress. Theoretical points of reference, passed on interactively, complement the practical exercises to help participants grasp the material.

## Assessment:

**Ongoing assessment:** as the course progresses, during the various simulations.

**At the end of the course:** on a summary exercise.

**After the course:** via an online form.

## People with disabilities:

Our head office welcomes people with reduced mobility. For further information, please contact our disability officer : [n.barbey@quilotoagroup.com](mailto:n.barbey@quilotoagroup.com)