

Effective Meetings

CEGOS SWISS. ONE ESSENTIAL AT A TIME.



What's in it for you?

"You have a meeting to make a decision, not to decide on the question", says Bill Gates, and so do we.

Effective meetings are the cornerstone of organizational success, playing a pivotal role in decision-making, problem-solving, and collaboration.

Yet, many professionals often find themselves trapped in unproductive and time-consuming meetings that fail to achieve their intended outcomes.

This learning journey aims to transform the way your people approach and conduct meetings, providing them with the essential skills and techniques to facilitate productive, engaging, and result-oriented meetings.

Who should attend?

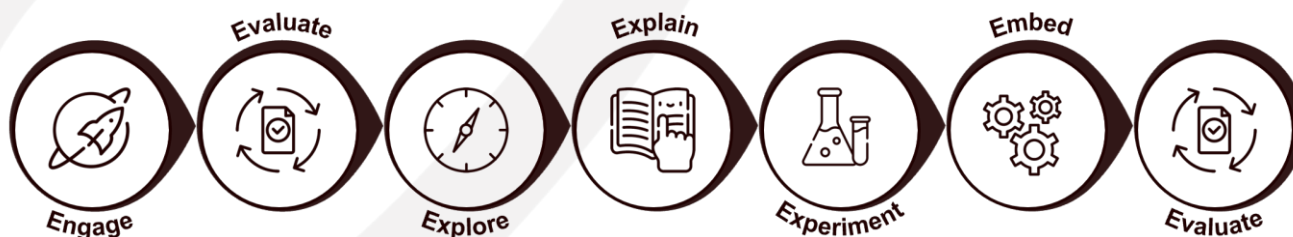
Everyone in the organization.

Good to know:

According to a study by the Harvard Business Review, managers spend on average **nearly 23 hours a week** in meetings, with many reporting that more than half of this time is wasted! Effective meeting management and facilitation can significantly reduce this time, leading to increased productivity, improved collaboration, and better business outcomes.

Cegos Learning Framework

We apply our holistic and dynamic Learning Framework to build learning journeys that deliver more than just awareness of competencies and skills.



Every journey engages the learners beyond knowledge, learning step by step, to explore, experiment and embed their learning, transforming skills into performance.

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By completing this learning journey, they will:

- Understand the concept of facilitation and its role in enhancing group interaction, productivity, and meeting goals.
- Master the art of effective meeting preparation using the POPE method: Purpose, Objective, Participants, Environment.
- Utilize a range of tools and techniques for meeting management, including diagnostic, analytical, and problem-solving approaches.
- Learn how to manage conflict, handle difficult behaviors, and encourage participation to ensure productive and successful meetings.
- Implement digital learning activities to prepare for, facilitate, and evaluate the effectiveness of meetings in a real-world context.

#MAKINGADIFFERENCE

A proven model:



Digital learning:

- [8 tools for more collaborative meetings](#)
- [Facilitate effective meetings](#)

Delivery modes:



Blended learning accessible in our [LearningHub](#).



Can be delivered **in-person and/or virtually** as most appropriate to you and your learners.

Duration: 28h total learning



12 hours of instructor-led learning.



16 hours of self-directed and on-the-job learning.

REF: EMT

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"Effective meetings require rigorous preparation."

#TIL