

Conclude meeting with optimized solution by mutual consensus

How to chair a meeting better?



★ Drive meeting towards satisfying purpose by...

- ♦ Strategically prepare the meeting
- ♦ Structurally proceeding the meeting
- ♦ Scientifically select the best conclusion from team's point of view

Feature of WS

- ♦ Experienced Vietnamese Trainer will conduct the course with many practices
- ♦ The training result report containing test and practice result will be sent to participating company after the course

□ Overview of the course

Day 1 (HN: 16th Feb, HCM: 23rd Feb)

1. Purpose of Workshop

Lecture: Conduct meeting is together defining the best solution

Practice: Define current issues

2. Define and share meeting purpose

Lecture: Strategically prepare for the meeting

Practice: Define purpose of example case

3. Prepare meeting

Lecture: Prepare data enough to be able finding solution

Practice: Define decision points and needed data

4. Steps of a meeting

Lecture: Conduct meeting step by step to come agreement

Practice: Explain purpose, agenda and share data

Day 2 (HN: 17th Feb, HCM: 24th Feb)

5. Roles of chairman/ members in discussion

Lecture: Raise and construct idea from team's point of view

Practice: Clarify discussion point; Propose ideas

6. Group decision making and negotiation

Lecture: Select optimized solution from team's point of view

Practice: Analysis ideas to select the best

7. Specify actions and schedule

Lecture: Every members commit the defined solution

Practice: Summarize solution and Specify actions

8. Summarize workshop

Lecture: Review subjects. "Studying to know. Learning through real application".

Practice: Action plan after workshop. Post-test.

□ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date & Time

Ha Noi: 16th & 17th, February, 2017, AM 08:30 ~ PM 05:00

Ho Chi Minh: 23rd & 24th, February, 2017, AM 08:30 ~ PM 05:00

Fee

4,000,000VND/pax (include lunch, excluded from VAT)

(Every 3 registrations from a company, 1 person among 3 will be invited for free)

Venue

3 star hotel (announced after registration)

Please contact us now!

International Management Training & Consulting

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