

Effective Meeting

Duration: 2 Day

Language: Chinese

高效会议管理

培训时间: 2 天

语言: 中文

Contents

- Different types of meeting - objectives and subjects
- * Meeting purpose
- * Meeting types
- * Meeting frequency
- * Meeting cost
- Common problems in meeting and their solutions
- * Common problem -- Inefficiency
- * Cause and detailed behavior of inefficient meeting
- * Characteristics of highly efficient meeting
- * Meeting Criterion
- Meeting preparation and organization
- * "Have" or "Not have"
- * 1H5W
- * Checking list of preparation work
- * How to deal with the conflicts in the meeting
- The role, responsibility and skills of the chair
- * The chair's rules and responsibilities
- * How to deal with the conflicts in the meeting
- Five "HOW" of successful meeting
- * How to give prologue
- * How to assign speech time
- * How to master rate
- * How to arrive at decision
- * How to conclude the meeting successfully
- Effective communication in meeting
- * Communication
- * Presentation skills
- * Listening skills
- * Feedback skills
- Dealing with problem members in

内容

- 会议的不同类型-目标与主题
- * 会议的目的
- * 会议的种类
- * 会议的频率
- * 会议的成本
- 会议中常见问题的分析与解决方法
- * 会议的通病—效率不高
- * 会议效率不高的原因及具体表现
- * 高效会议的特征
- * 会议规范
- 会议的准备与组织
- * “开”还是“不开”
- * 1H5W
- * 准备工作核对单
- * 主持人的准备工作
- 主持人的角色、责任和技巧
- * 主持人的守则与责任
- * 如何处理会议中的冲突
- 成功会议的五个“HOW”
- * 如何做开场白
- * 如何分配发言时间
- * 如何掌握议事进度
- * 如何达成决议
- * 如何圆满结束会议
- 会议中的有效沟通
- * 会议中的沟通
- * 会议中的说话技巧
- * 会议中的倾听技巧
- * 会议中的反馈技巧
- 怎样对付与会群体中的“刺儿头”
- * 五种不同的“刺儿头”
- * 如何有效应付
- 有效的会议记录
- * 会议记录的功能
- * 谁能胜任会议记录者
- * 对会议记录的建议
- 有效的会后跟进
- * 如何跟进
- * 自我评定
- * 怎样提高下次会议质量

team

- * Five different types of problem

member

- * How to effectively deal with

- Effective meeting record

- * Function

- * Qualification

- * Suggestion to meeting record

- Effective follow-up after the meeting

- * How to follow

- * Self-assessment

- * How to improve quality of next meeting