

EFFECTIVE MEETINGS: LEAD AND MODERATE WITH CONFIDENCE AND IMPACT

Energise your meetings and transform them into strategic tools for collective efficiency.

PROGRAMM HIGHLIGHTS:

- **Prepare your meetings effectively:** Learn how to set clear objectives, structure a relevant agenda and engage participants from the outset.
- **Mastering the roles and responsibilities of the facilitator:** Adopt a dynamic, balanced facilitation style focused on advancing common goals.
- **Facilitate discussion and encourage participation:** Discover practical techniques for stimulating involvement, encouraging participation and channelling the group's positive energy.
- **Manage delicate situations:** Develop your reflexes to defuse tensions, refocus discussions and maintain a constructive atmosphere.
- **Ensure effective follow-up after the meeting:** Put in place a clear action plan, with formalised decisions and rigorous follow-up to transform discussions into concrete results.

INTERACTIVE
TRAINING

INTERACTIVE



PERSONALISED



INNOVATIVE



HUMAN-CENTRED



Prepare, practise and progress with our future-ready tools and human-centred approach!

- **Online preparation:** Access our Shareforce Academy platform for videos, a detailed programme and interactive modules designed to meet your individual needs.
- **Flexible delivery:** Select a 1- or multi-day format including collaborative workshops and case-based simulations for real-world learning.
- **Proactive approach:** Assimilate key concepts before each session to maximise your impact, with personalised support.
- **Personalised follow-up:** Benefit from interactive tools and ongoing support to deepen your knowledge between sessions, with a focus on your personal development.

Artificial intelligence at the service of your progress

Throughout the training, we will also use artificial intelligence as a cross-functional tool to enrich analysis, compare data, generate ideas and facilitate decision-making. You will master the fundamentals of AI and discover how it can drive smarter decisions, improve relevance and accelerate performance in your daily work.



**Turn your meetings into high-impact, results-driven sessions.
Enrol now and elevate your team's performance from day one.**