

The Art Of Managing Meetings

OSALP 2009 Open Enrolment Course



Become a meeting facilitator who brings out the best in individual and team performance!

OSALP International professional training courses combine the latest tools, techniques, market research, case studies and dynamic ways of thinking, delivered by experienced trainers to ensure the skills and knowledge acquired are directly applicable to your organization.

- ◆ **Research** Latest concepts, tools, techniques, tried and tested methods
- ◆ **Trainers** Highest standard of dynamic trainers with cross-industry experience
- ◆ **Applicability** Training relevant to your needs and your workplace
- ◆ **Interactive** Just the right number of participants with group exercises, role-plays and feedback
- ◆ **Action** Planning, implementation and follow-up
- ◆ **Documentation** Comprehensive supporting notes and further reading material

The meeting facilitator is a catalyst, coach, coordinator and more. Like a conductor, the meeting facilitator must bring out the best in individual players and orchestrate successful group efforts.

The role of meeting facilitator demands exceptional interpersonal skills, keen observation, insight and tact. Mastering the techniques of meeting facilitation gives you the ability to direct meetings that reduce frustration and produce results.

The Course

- ◆ The effective meeting facilitator defined
- ◆ The facilitator's most basic information
- ◆ Self-knowledge of the meeting facilitator
- ◆ Facilitator skills: how the facilitator facilitates
- ◆ State of group development
- ◆ Levels of group dynamics
- ◆ The meeting facilitator's toolbox
- ◆ Enhancements, advancements and reentry



What will you Learn?

- ◆ Make life easier and all meetings more productive
- ◆ Set up meetings for success
- ◆ Spark and enhance critical synergy and creative energy
- ◆ Focus on the key facilitation skills of observation, diagnosis and intervention
- ◆ Build consensus, handle conflict and keep meetings on track
- ◆ Gain knowledge and skills you can apply to all group and meeting situations
- ◆ Keep content, process and structure on track to produce positive outcomes



Who Should Attend

- ◆ Facilitators
- ◆ Team Members
- ◆ Team Leaders
- ◆ Any individual who is involved in leading or managing meetings in an organization

Registration

Please contact **Sara Kalsoom**,
Facilitator Corporate Services with participants' details:

- ◆ Email: sara@osalp.com.pk
- ◆ Phone: 042-660 1495, 042-6610391 -5
- ◆ Mobile: 0300-5500690
- ◆ Fax: 042-6610396

Date 2009

- ◆ 5-6th May Tue-Wed Lahore

Course Fee

- ◆ **Course fee = Rupees 15,000/Person**
- ◆ Course fee is inclusive of Training Booklets, Lunches, Teas and Training Certificates
- ◆ We offer group package rates for more than 2 participants from the same organization

This Training In your Company

If you have a number of delegates with similar training needs, OSALP International also offers cost-effective in-house or on-site training solutions. The course can be tailor-made to suit your specific needs.