

Mastering Meetings in English



Target audience

Non-English speaking employees and managers who are required to lead meetings in English



Prerequisite

3,25 / 5,00 (CECR : B2)



Objectives

At the end of the training session, participants will have the tools to:

- Prepare the meeting with invitations in English
- Lead the meeting by managing the participants and the agenda
- Reinforce the speaker's impact and credibility by eliminating the most common mistakes
- Develop an understanding of exchanges and objections in order to be more at ease



Added value

- Conducted by an English-speaking facilitator from the business world
- Teaching method mainly based on oral expression and role plays
- Practical applications in the learner's professional context
- Linguistic certification test (in the case of a CPF)

PROGRAMME OUTLINE

PREPARING THE MEETING

- Clearly define the purpose of the meeting
 - Do not confuse the subject of the meeting with its objective
 - Take into account the attendees' expectations according to the cultures
- Write an invitation and an agenda (templates)
- Avoid scheduling and date mistakes

SUCCESSFULLY KICK OFF THE MEETING

- Introduce yourself / your company (department, activities, products...)
- Establish your credibility by avoiding the most common mistakes
- Get started on the right foot ("Small Talk")
- Take into account the cultural specificities of the participants to create trust

LEADING THE MEETING

- Learn the terms and expressions to:
 - Express your opinion and ask for the opinion of the participants
 - Ask for clarification, give advice, make suggestions, interrupt with tact
- Present deadlines and time frames with precision
- Manage disagreements in meetings

WRAPPING UP

- Expressions to conclude and summarize the meeting
- Review the use of numbers
- Write clear meeting minutes
- Summarize key points



Corporate Training Solutions

Duration: to define.

You wish to organise a specific training course ?

Contact us !



Public Courses

Next available sessions

Duration: 14 hours



June 10 & 11, 2024, Paris

1610 €HT/pers.* Training session held in



July 22 & 23, 2024, remote session

1 490 €HT/pers. Training session held in



September 19 & 20, 2024, Paris

1610 €HT/pers.* Training session held in

* (Technical fees and lunch included)