



**Title**

Professional presentation of meetings and workshops

**Duration**

2-3 Days

**Objectives**

You will get a concrete tool to chair meetings in future that will reach a high quality in the results and thus will be accepted and realised by the participants.

You will get a detailed overview about working methods, procedures and techniques.

You can solve presentation problems effectively.

**Content**

- Holistic as-is analysis
- Master typical problems, pitfalls and situations
- Efficient organisation and control of meetings by using the „pro-compass“ of presentation
- Tools, attitudes and proven solutions for different types and contents of meetings
- Effective preparation and result monitoring
- Procedures and attitudes
- The multi-role of the person running the meeting

**Target Group**

Executives, team leader, project manager and presenter of all industries that will professionally chair meetings and workshops.

**Comments**

No basic knowledge required.