

NAME	: Managing Meetings
PURPOSE	: The aim of this training program is to provide the attendants with the ability to differentiate between useful, useless and harmful meetings and the ability to turn the meetings they hold into useful meetings.
CONTENT	: Types of meetings, Are they all necessary? The aim of meetings, preparation for meetings, Attendants, Meeting agenda and recoding, Timing, Effective presentation techniques, Effective listening, Actions, Assignments, Follow up and control, Confidentiality and Decision making.

DETAILS OF THE SUBJECT:

- **What is a meeting?**
- **Classification of meetings according to their goals**
- **Common mistakes**
- **Video Film (Meetings, Bloody Meetings) + Interviews**
- **Communication (Presentation, listening, verbal and written communication, asking questions, answering)**
- **Suggestions for effective meetings**
- **Planning and programming**
- **Agenda: importance, meaning, how to**
- **Keeping minutes of meetings**
- **Participatory behaviors**
- **Negative-positive attitudes**
- **Destructive-Supportive criticism**
- **Incentive methods**
- **Timing**
- **Actions that create commitment**
- **Actions and assigning(who, what when...)**
- **Follow up and control**
- **Confidentiality**

- **Video film: Effective Meetings + Interview**
- **Participants of a meeting(Who should and who whould not)**
- **Decision making**
- **A sample meeting**