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empowered learning

**PROUDLY PRESENTS**

## **Meeting Etiquette Workshop**

### **What's in it for you?**

The aim of the workshop is to give guidance to people on how to prepare for a meeting, how to run the meeting, the do's and don'ts during a meeting and what must happen after the meeting. The workshop also introduce the audience to different meeting types and how to deal with different personality types in a meeting.

### **Who should attend the Meeting Etiquette workshop?**

Any person who attend or host a meeting.

### **What are the objectives of the workshop?**

To equip the attendees what is expected from them when they need to act as the chairman of a meeting – what to prepare for a meeting, how to conduct a meeting and what is expected from the chairman after the meeting. The workshop also aim to assist people on how to handle different personality types during a meeting, how to act in a meeting if you are an invitee and give some tips to use during meetings.

### **Content**

The workshop covers:

- How to make a decision if you need to have a meeting or no meeting
- How to spend less time in meetings
- Efficient and successful meetings
- Roles and responsibilities of a meeting leader
- How to prepare for a meeting as a meeting leader
- What to do and act during a meeting as a meeting leader
- What is expected from a meeting leader when a meeting ends
- How to deals with different personalities in a meeting
- How to minimize meeting rebellion
- Phrases not to use during a meeting
- What is expected from you when you attend a meeting



## **General Information**

**Price:** Prices to be provided on request

**Duration:** One day

### **Kindly Contact:**

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