

## **Meetings**

Learn how to lead a meeting or actively participating in a meeting

### **Objectives :**

The workshop focuses on:

- Starting and ending the meeting
- Setting the agenda
- Addressing the various points
- Asking attention to a point
- Summarising the points
- Leading the round of opinions
- Ask an opinion
- Give an opinion
- Give arguments for an opinion
- Say that you have the same/ a different opinion
- Ask for clarifications
- Give clarifications

### **Suitable for:**

Anyone of Berlitz level 4 who wants to learn how to lead a meeting or actively participate in a meeting

### **What can you expect?**

- More confidence when leading or participating in a meeting
- More fluency and accuracy in meetings
- Practical language skills



### **Format :**

2 full days of intensive and private training from 09.00 am to 04.30 pm

### **Price**

875 €