



## Leading International Meetings

### Program Content

With the internationalization of our business world and the subsequent increase in cultural diversity, the face of international meetings is constantly changing and as such they require both adaptability and new international managerial skills. A good number of managers have already understood the importance of gaining experience, adapting and familiarizing themselves via training to the new issues and demands and expectations of the international meeting.

**Berlitz** proposes to provide the international manager with effective techniques, tools and strategies when either running or participating in different styles of international meetings.

### Public

All managers and decision makers working on an international level who wish to either acquire or improve their skills in running meetings, thereby gaining in ease, efficiency and fluidity.

### Program Objectives

- Identify different styles of meeting and the most effective tools in each case
- Know how to prepare and run an “objective-led” meeting based on the PSAD model
- Increase meeting efficiency levels via increased information flow
- Observe, analyze and create increased group participation and synergy
- Capitalize on group dynamics in a multi-cultural environment
- Leadership and intercultural expectations. Interactions possible
- Greater ease in English and specialized meetings vocabulary and structures

### Pedagogical approach

Contributions from both the consultant and other members of the group. Self analysis of performances, double level of feedback (consultant + group), exchanges, directed discussions, workshops, role plays, mini case studies, etc.

### Having completed this course the participant will

- Be more apt to prepare and organize objective led meetings in advance
- Be able to identify styles of meeting and adapt preparation in keeping with the objectives
- Solicit the right participant at the right moment and channel all energies towards a common goal
- Be more at ease in manipulating those levers and techniques which optimize participation
- Know how to give and receive feedback in the right frame of mind
- Know how to choose the right tools in function of the objective to be achieved