

Decision meetings

	Any role	Intermediate	Manager
1	<p>Meetings in the company Subdivision into 3 parts Before: Connect During: Perform After: Execute Necessary inputs and outputs The roles of the meeting Get active: reverse brainstorming</p>		
2	<p>The meeting invitation What to expect What to ask How to prepare properly</p>		
3	<p>Meeting dynamics The 6 moments 1st practical application example</p>		
4	<p>How to manage different moments Information - Processes Creativity - Positivity Negativity - Sensations</p>		
5	<p>Manage the aftermath: Execute Be involved in who does what the timing and commitment made Respect for times The aftermath as a consequence of the during</p>		
6	<p>Let's practice to consolidate the mechanisms 2nd practical example Make your own contribution Be participatory Stay in your role</p>		
7		<p>Govern the meeting Be a moderator/participant Teaching to use the "six moments"</p>	
8			<p>The manager and the role of moderator Is it worth not being a Participant, but only a moderator? However, be perceived as advantageous in carrying out the meeting</p>
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