

# The Meeting- Bootcamp



**Redendoktor.de**  
Wir machen Ihre Präsentation richtig gut

## How to effectively prepare and run your business meetings - and how to make your meetings successful as active participant

A highly interactive two-day seminar with short down-to-earth theoretical parts. The seminar's short theoretical and extensive practical lessons will be moderated in round-robin style by the participants themselves.

Each participant 'may' moderate portions of the seminar to experience first-hand, what can - and will - go wrong during a business meeting.

The participants will get extensive practical experience in stopping disruptions and marathon speakers, in getting their meeting under control, in leading discussions back to the topic, in delegating topics to a separate meeting of a subset of the attendees - and in postponing agenda items to a consecutive meeting (which will start only minutes later and will be run by another participant).

The participants learn and practise

- how to reasonably and effectively prepare and conduct business meetings
- that an effective business meeting actually is a do-it-yourself event in which they should actively participate rather than attend
- that a meeting does not end with leaving the meeting room.

Exciting details from the vast experience of the seminar leader, an entertaining mix of hand-on theory mixed with concrete examples and stimulation to actively participate, discuss, assume responsibility and resolve conflicts - to make your future business meetings successful.

For 5 - 12 participants, for open enrollment or in-house for your organization. Training materials and checklists included. Optional Yoga or shoulder/neck massage breaks available for seminars in or around Düsseldorf.

*“Boss,  
I silenced chatterers and made the mute speak,  
I now know how to beat the clock and win time for us,  
I nailed down hot air and warmed those who froze me off,  
I navigated through rhetoric fog and disenchanted buzzwords,  
I worked wonders and learnt to properly report on them,  
I listened attentively and collaborated enthusiastically,  
to face you and tell you:  
**I master meetings.**”*

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# The seminar content at a glance



## Conducting meetings

- Against the clock - starting on time, how to deal with tardy participants, setting time standards, extending or adjourning a meeting
- Networking, greeting, introduction
- Meeting standards on timing, courtesy and binding agreements
- Each message has several dimensions
- Politics, intrigues and unwritten laws
- Active participation, resolving disputes, assuming responsibility
- Status reporting: the currency in which an employee acquires the manager's trust
- If you really have to answer the phone...
- On precise and incident-free wording, being generous and brushing off provocations
- Asking intelligent questions: leading through asking
- Convincing with the right strategy - or taking by surprise?
- Rhetoric tricks
- Feedback & blaming
- Different ways of listening - mediating arguments through listening
- Understanding the body language of 'the opponent'
- Moderating – keeping control with grace and humour, taming marathon speakers, making the mute speak, dealing with disturbances, seeking consensus or majority voting?

## Preparing meetings

- What is the purpose of the meeting? Informing? Collecting information? Identifying and solving issues? Coordinating staff? Preparing or taking decisions? Distributing tasks?
- Alternatives to meetings
- Whom to invite? Knowledge and power, effectiveness & wasting time
- Giving the topic enough room, enough, but not too much time - and the techniques needed
- Lobbying - or hoping for an intelligent decision?
- Introduction and agenda. Prioritizing and deferring topics. Continuing where you stopped last time.
- When and how to delegate or share moderation
- Last preparations
- Your material - bitchy handouts and the file download search and access rights game
- Checklists against meeting dementia

## Following up after the meeting

- requesting timely meeting minutes, checking and, if necessary demanding a correction
- Speedy handling of assumed tasks
- Reporting tasks completed as done

## I'll be happy to adopt the seminar according to your needs.

In and around Düsseldorf with optional Yoga or neck/shoulder massage breaks.

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