



KISS THAT FROG

TRAINING :

Optimising the quality of professional meetings

AUDIENCE: All employees involved in meetings or meeting organizers

PREREQUISITE: To be involved in meetings or to organize meetings

DURATION: 1/2 days or 4 hours

DATES OR TIME: **To be defined**

TIMETABLE: From 9am to 1pm or from 2pm to 6pm

NUMBER OF PARTICIPANTS PER SESSION:

- Minimum: 4
- Maximum: 6

TERMS AND CONDITIONS AND DEADLINES FOR ACCESS:

Registration to be made 1 month before the start of the course.

VENUE:

The training can take place on the company's premises. In this case, it is the responsibility of the company to ensure that the conditions of reception are in conformity with the regulation and in particular allowing the possibility of receiving a handicapped public. If necessary, Kiss That Frog can organize the hire of a venue for the training. The cost of the rental and the related expenses remain at the charge of the company.

For people with disabilities, we will do everything possible to accommodate you or to redirect you. You can contact us on 06 35 05 51 38 or by email at formations@kissthatfrog.fr. Please inform us of your situation during the preliminary interview dedicated to your admission to the course.

RATE: €1,000€ excluding VAT i.e. €1,200 including VAT for a group of 4 to 6 participants

OBJECTIVES OF THE TRAINING AND TARGET SKILLS

At the end of the course, the participant will be able to apply the following skills:

1. Understand the impact of time spent in meetings on oneself and on the company
2. Become an actor in his/her meetings
3. Working on your posture



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4. Integrating the tools available within the company

CONTENT

Example: 9am-1pm

9.00 - 9.45: introduction, rules of the training, inclusion of participants

9.45 - 10.15: SUB-GROUP WORK

Sharing of meeting experiences for each participant

Debriefing in large group

10.15am PART ONE: BACKGROUND

- Objectives of the training
- Context of meetings for the company and individuals
- Sharing experiences

10.30am PART TWO: MEETING SETTINGS AND POSTURE

- Preparation
- Distribution of roles
- Facilitation
- Case of remote working

11.00 am BREAK (15')

11.15 - SINGULAR AND DETERMINING PRACTICES

- Inclusion
- Setting the context
- The Internal Thinking Process

12h - TOOLS AT YOUR DISPOSAL WITHIN THE COMPANY

- Collaborative tools (zoom, teams, slack, confluence, jira, miro, klaxoon, etc)
- Which internal culture for which type of meeting for which type of content?

12:45 - CONCLUSION AND EVALUATION OF THE TRAINING

13:00 - end of the training



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EVALUATION OF THE ACHIEVEMENT OF THE TRAINING OBJECTIVES

- Individual assessment of the participant's profile, expectations and needs before the start of the course
- Assessment of skills at the beginning and end of the course
- Assessment of knowledge at each stage of the training (via questionnaires, exercises, practical work, interviews with the trainer)
- Satisfaction evaluation questionnaire at the end of the course

MEANS FOR MONITORING AND ASSESSING RESULTS

- Attendance sheets signed by the participants and the trainer for each half-day
- End-of-training certificate mentioning the objectives, nature and duration of the action and the results of the evaluation of the training acquired.

PEDAGOGICAL MEANS AND TECHNIQUES OF TRAINING SUPERVISION

Teaching methods:

- Assessment of the participant's needs and profile
- Theoretical and methodological input: teaching sessions grouped into different modules
- Programme content adapted to the needs identified during the training.
- Questionnaires, exercises and case studies
- Reflection and exchanges on practical cases
- Feedback on experiences
- Appropriate corrections and knowledge checks at each stage, depending on the learner's pace but also on the requirements of the training course.

Tools provided:

- Provision of all necessary computer and teaching equipment
- Digital course material projected on a screen and sent to the participant by e-mail at the end of the course

Educational mentor and trainer:

Each training course is under the responsibility of the educational director of the training organization; the proper conduct of the course is ensured by the trainer appointed by the training organization.