

## International Meetings – Communication Tools and Techniques

MK370

We spend a great many hours of our working life participating in meetings. When a meeting is run well it is a very effective decision-making and information-spreading tool. But too often we leave a meeting thinking it to have been a waste of time. This is especially true of international meetings where linguistic and cultural barriers can get in the way of efficient meeting processes. In the perfect international meeting the participants are active and prepared. The facilitator or chair is focused yet flexible, firm yet democratic and organized yet empathetic. Our two day programme will provide you with tools, tips and techniques to help you make your international meetings more effective than they are at present.

The following topics will be covered:

- It starts before it starts: Good meetings practice, the agenda, the power of place
- Chairing a meeting: Summarizing, controlling techniques, dealing with difficult situations
- Active participation: Making your voice heard, agreeing and disagreeing, metaplanning
- It's not over when it's over: The minutes, networking, putting it all together
- Three meetings practice sessions, personal feedback.

The training course is designed for people from research centers, universities, organizations, and private industry companies who need to work, communicate and cooperate with foreign colleagues and partners, clients and customers. The course is held in English. It is limited to 14 participants in order to ensure a high quality standard.

Duration: 2 days

### TERMINE, PREISE UND BUCHUNGSMÖGLICHKEIT

[↗ zur aktuellen Terminübersicht mit Preisangabe und Buchungsmöglichkeit](#)

Geplante Termine:

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Kurspreis<sup>(1)</sup>: 895 EUR

(1) Änderungen vorbehalten

### KONTAKT UND BERATUNG

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### INFORMATIONEN

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