

Leadership Training

# Running Effective Meetings & Time Management

정규과정

## 교육 내용

1) Understand the difference in routine, problem-solving and developmental activities. 2) Incorporate ways to build cooperation that lead to positive outcomes. 3) Make the most of time by discerning and addressing priorities. 4) Plan and lead effective meetings.

## 교육 목적

It's easy to get caught up in routine meetings and activities. You will learn how to run more effective meetings, analyze where your time goes, and taking steps to move the business forward.

## 교육 효과

This seminar will help you analyze how you run your meetings and how you spend your time, so that you can work more effectively.