

GLOBALINX CORP

International Training Consultants



Business Meeting Skills

Essential communication skills for successful global business
Online Training and Coaching Program

Business communication skills your employees need to master for
their personal success, and for the success of your organization



Business Meeting Skills

This program will help employees prepare and facilitate effective business meetings that achieve the meeting objectives.

Our program is based upon 30 years experience of training and developing Japanese business people to prepare and conduct successful business meetings in English.



Designed for Japanese employees to improve their language capabilities and business meeting skills

The purpose of this program is to help participants avoid common mistakes and improve their meeting skills to a level suitable for international business.

The meeting and communication techniques will help participants to prepare and conduct successful meetings that achieve the purpose and expected outcome.

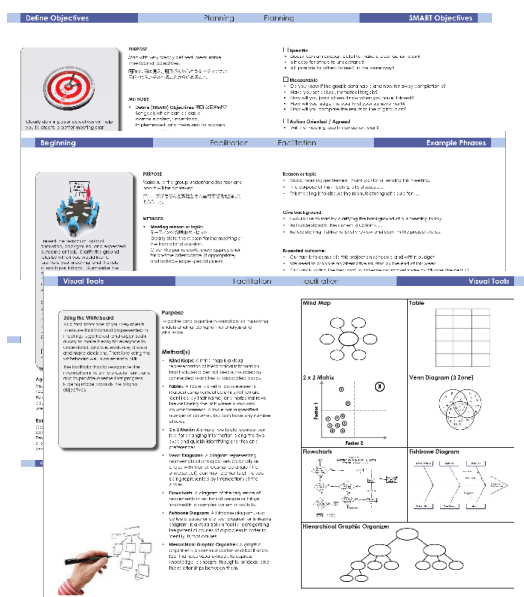
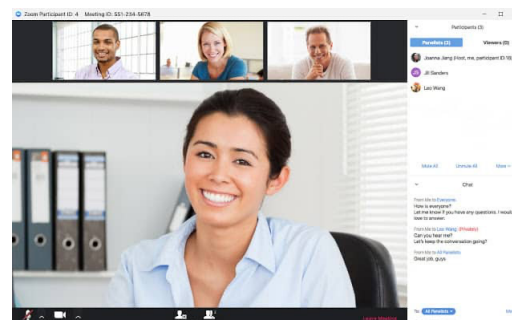
Participants will learn how to:

- Plan and prepare for effective meetings
- Facilitate productive business meetings
- Facilitate and participate in teleconference meetings

Specifically participants will learn how to:

- Set clear (SMART) meeting goals.
- Create meeting plans with workable agenda.
- Ensure the right people attend the meeting.
- Prepare the right meeting environment.
- Take control of the negotiation meeting process.
- Provide the right information for meeting participants.
- Begin meetings with clear opening statements.
- Provide clear instructions and guidance to participants.
- Encourage participation, ownership, and creativity.
- Use whiteboard to capture and visualize information for participants to understand, analyze, evaluate, discuss and make decisions.
- Guide the meeting participants through decision making processes.
- Conclude meeting with clear decisions and actions.

Online Lectures and Simulations



Who is this program for?

Designed for Japanese business people that need to facilitate or actively participate in global business meetings. It is recommend that participants have appropriate English language and communication skills, ideally a TOEIC of at least 600 points.

Key Program Elements

Planning Effective Meetings

Define meeting objectives and outcomes

How to define clear (SMART) meeting goals and measurable outcomes.

Create Meeting Plans

Prepare workable agendas that help participants to prepare and achieve the meeting objectives.

Prepare the Meeting Environment

Consider the appropriate style and meeting environment to achieve the meeting objectives.

Prepare Participants

Provide the participants with clear roles, assignments and information.

Facilitating Productive Meeting

Opening statement

How to confidently begin the meeting and take control of the meeting process.

Control the meeting process

Key phrases that provide clear instructions and guidance, and encourage participation and creativity.

Visualization

Learn graphic tools and techniques to capture and visualize information.

Meeting Processes

How to guide the meeting through activities, processes and tasks to achieve the meeting objective. These include, brainstorming, problem solving, root cause analysis, and decision making.

Concluding Meetings

Summarize decisions and action items. Use a responsibility matrix to encourage all participants to implement decisions and agreed action items.

After the Meeting

Meeting Minutes

How to write clear and concise meeting minutes in the appropriate format for managers and participants.

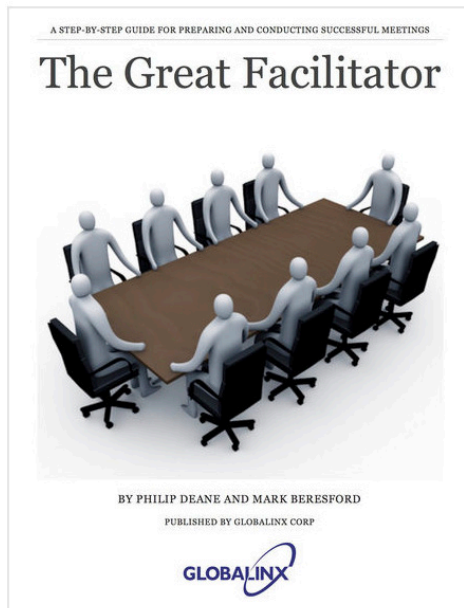
Meeting Review

How to review the effectiveness of the meeting and request their support and ideas to improve.



7-week Program	
Week 1 Orientation Online	Meet and greet the instructor Technical orientation for the online platform Program overview and schedule Assignment review 45 minute Lecture: Plan and Facilitate Effective Meeting Question and Answer
Week 2 Prepare Case Study E-mail	Complete assignment and submit by email to the instructor. This includes the planning and preparation for the meeting case-study.
Week 3 Instructor Feedback E-mail	The instructor will evaluate the meeting case study answers and respond with comments and suggestions by e-mail.
Week 4 90-Minute Coaching Online	First meeting simulation with the instructor. Video review with instructor Identify strengths and weaknesses Summarize learning points
Week 5 90-Minute Coaching Online	Review learning points Second meeting simulation with the instructor. Video review with instructor Identify strengths and weaknesses Summarize learning points
Week 6 90-Minute Coaching Online	Review learning points Third meeting simulation with the instructor. Video review with instructor Identify strengths and weaknesses Summarize learning points
Week 7 Final Assignment E-mail	Complete self-evaluation and actions items. Submit by e-mail to instructor

Business Meeting Skills



Program Highlights:

- A blended program combining live online training, e-mail support and self-study.
- Professionally developed materials and content including, The Great Facilitator book (available in English and Japanese) and a bilingual program workbook with exercises, examples and resources.
- Facilitated by professional instructors with over 25 years experience.
- Live simulations and coaching with immediate professional feedback and comments.
- Business meeting simulations can be tailored to the client's industry.
- Proven methodology that participants can immediately apply to their next business meeting.
- Participants learn skills and techniques that can be applied to both English and Japanese business meetings.
- Flexible schedules and learning environment. Globalinx supports both Zoom and Webex



Instructor: Philip Deane

Phil Deane has over 25 years experience in corporate communications skills training. He is the co-author of several well-respected business skill books published in Japan (Asahi Press). He has designed and conducted business skill seminars for more than 50 clients in many different industries. He has designed and delivered pre-departure and inter-cultural training programs for both foreign and domestic companies. During his ten-year career at Philips Radio Communication Systems, he worked as a systems engineer and project manager. From 1986~88 he attended Anglia Ruskin University in Cambridge, graduating with distinction in Industrial Management.