

date 05/03/1993

Spécial
COMMISSION
BRUXELLES

TRAINING UNIT
IX.A.2

CHAIRING
AND CONDUCTING MEETINGS

(Sheet A.11.7 of "Training Programme" 1993)

CHAIRING AND CONDUCTING MEETINGS

Public: Officials and other staff required to chair or conduct meetings.

Objective:

To equip participants with the skills necessary to conduct meetings and overcome difficulties.

Content/programme:

- .Study the principal features of different types of meetings (from small working groups to major conferences);
- .Group communication in a multicultural context;
- .Preparation of meetings (from the technical, organisational and psychological angles);
- .Animation techniques and procedural aspects of chairing a meeting;
- .How to respond to problems in a meeting;
- .The profitable use of audio-visual techniques;
- .The secretarial function at meetings;
- .Evaluation of meetings.

Length: Seminar of 3 consecutive days.

Language:English.

Place: Bruxelles

Date: Not yet fixed.

Application:

Staff interested in attending should complete the registration form (items 1,2 and 3) and send the original through official way to Mrs Marilena Malhotra, ext.50.939, fax n°60751.

APPLICATION TO ATTEND A TRAINING COURSE

1. PARTICULARS OF APPLICANT

Surname..... Forename..... Cat/grade..... Pers.N°.....
 Official Temporary Auxiliary Local Staff Other Sex M F
 Mother tongue..... Other language(s).....
 DG and department..... Build/floor/office.....
 Tel..... Fax.....

2. DESCRIPTION OF TRAINING

Title/Subject

.....

Signature of official/other agent

Date

3. TO BE FILLED IN BY DG/SERVICE OF APPLICANT

Is the application covered by the DG's or department's training plan ?

Yes No

THE APPLICATION IS SUBMITTED :

• by the Directorate General or Department

• on the initiative of the member of Staff

Signature of head of Unit or immediate superior	Opinion of head of Unit or immediate superior
	<input type="checkbox"/> favourable <input type="checkbox"/> unfavourable
Surname	Surname
Date	Date
Signature	Signature
Signature of Director-General or his representative	Opinion of Director-General or his representative
	<input type="checkbox"/> favourable <input type="checkbox"/> unfavourable
Surname	Surname
Date	Date
Signature	Signature