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## LIVE-WEBINAR

# SUCCESSFUL MEETINGS

Meetings consume a substantial part of employees' time, especially that of managers. However, many of these meetings are considered unproductive.

In our AuscultA online seminar, you will receive precise and proven answers, methods, and tools for:

- Why do we need this meeting?
- What kind of meeting is it?
- What are the expectations for the chair and the participants?
- How to prepare effective meetings?
- How can we minimize the burden on meeting participants?
- How can we ensure that meetings start and end on time?

### Objective & Benefit

#### Save TIME, MONEY, and ENERGY

You will see better meeting results and save time, money, and stress with this AuscultA management training. This is achieved by holding fewer, shorter meetings and discussions, and by professionally preparing for and following up on these meetings.

### Webinar Content

#### Professional meetings for CHAIRS and PARTICIPANTS

- Invite the relevant participants well in advance
- Prepare for meetings and discussions with a focus on achieving results
- Achieve the desired meeting objectives within the allotted time
- Meeting minutes and agreed-upon to-do lists are available at the end of the meeting and signed by all participants

### Target Groups

This seminar is intended for

- entrepreneurs
- executives & senior managers
- project managers and
- and everyone who chairs or participates in meetings

### AuscultA Training Methodology

- Prepare by listening to the above content in a concise audio version
- Input on the topic and intensive work through based on professional seminar materials
- Thorough reflection is achieved by pointed questions and personalized practical guides