

# MEETING SKILLS CERTIFICATION

As per International Standards



# UNICHROME

# Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Meeting Skills Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Meeting Skills Training Course schedule



# About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

**We've trained professionals across global companies**




## Importance of Meeting Skills Training

- ✓ Meeting Skills Certification validates expertise in planning, conducting, and managing meetings to provide constructive results. This certification offers a myriad of benefits including all knowledge of different possible ways to do productive meetings and the advantageous tools that can be used. This is a valuable testament that can be procured by many professionals, such as business professionals, managers, and team leaders. Meeting Skills Certification aids professionals in nurturing a multitude of skills in designing and executing meetings for grabbing expanded professional growth.
- ✓ Meeting Skills Training empowers participants about ways to conduct meetings that can turn a redundant and time-consuming session into a highly functional and productive one. Based on this need and audience engaged, they will be able to apprehend and practically apply the definition of meeting objectives, formulation of realistic meeting agendas, and practical guidance on how to drive meetings to be effective. It raises essential issues such as management of time, organization, conflict solving, communication, recording actions, and future procedural plans.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Meeting Skills Training Course. However, having prior knowledge is beneficial.

## WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to understand how to conduct meeting can enroll in the Meeting Skills Training course.

# MEETING SKILLS CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Meeting Skills Training

## Lesson 01 – Reasons for Meetings

1.	Reasons to Call a Meeting
2.	Problem-Solving
3.	Decision-Making
4.	Form a Plan
5.	Deliver News
6.	Launch a New Project

## Lesson 02 – Chairing Meetings

1.	Chairperson
2.	Responsibilities of the Chairperson
3.	Need of a Chairperson
4.	Members

# Syllabus of Meeting Skills Training

## Lesson 03 – What Constitutes a Meeting?

1.	What is a Meeting?
2.	Types of Meeting
3.	Components of a Meeting
4.	Practices for Effective Meetings

## Lesson 04 – Meeting Planning and Preparation

1.	Meeting Preparation Checklist
2.	Essential Steps to Planning a Meeting
3.	Determine the Purpose
4.	Be Clear About Expectations
5.	Pinpoint the Details
6.	Spread the Word
7.	Finalize the Agenda
8.	Wrap Up the Details



# Syllabus of Meeting Skills Training

## Lesson 05 – Ensuring Participation and Control

1.	Attendee's Perspective
2.	Keep Participants Focused
3.	Use Tools of Engagement
4.	Power of Persuasion
5.	Negotiate With People
6.	Arrive at the Final Decision Smoothly

## Lesson 06 – Understanding Roles

1.	Roles and Responsibilities
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# Syllabus of Meeting Skills Training

## Lesson 07 – Review and Follow-Up Meetings

1.	Keep Track of Action Items
2.	Spreadsheet Preparation
3.	Minutes
4.	Review Meetings

## Lesson 08 – Personal Action Plan for the Development of Skills

1.	SMART Goals
2.	Selecting Participants
3.	Developing Agendas
4.	Opening Meetings
5.	Establish the Rules
6.	Time Management
7.	Evaluation of Meeting Process
8.	Closing Meetings

## Exam Format of Meeting Skills Certification

Examination Format	
Exam Name	Meeting Skills Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Meeting Skills, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Meeting Skills exam.

# Contact Us

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<https://unichrone.com/>

