

Aviation Leadership and Management Skills Development – Facilitating Effective Meetings – ½ Day

Introduction

Meetings make the business world go around; they are an essential part of working in any organisational group activity.

Meetings provide an opportunity to discuss & consider sharing information and to reach decisions which can promote effective outcomes.

There is a potential downside to meetings though, as they may take too long, people can become nervous or agitated talking over each other, and failing to make effective decisions. By developing your facilitation skills it is easy to both turn around the meeting culture and to make meetings an enjoyable and worthwhile experience.

Who is the Course for?

The training is suitable for every level in the organizational structure as its aim is to improve the overall performance and efficiency of processes.

What is the Benefit of this Training –What will I learn?

- a) How to secure the optimal meeting environment
- b) How to prepare best for a meeting
- c) How to deliver your message so it is clear and comprehensible for all participants
- d) How to obtain the maximum from professional meetings

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Date	On Demand
Category	Personal Development
Venue	On Demand
Level	Basic
Price	On Demand

Why Should I Choose SAS for the training?

Sofema Aviation Services a Regulatory training and consulting company with 45 years of commercial aviation experience and 12 years of operational experience. Since we started we have provided certificates to approx 25,000 delegates we have grown for 2 primary reasons!

The first is that we are professional and we listen to our customers. Please visit our download area as an example of how we engage with our customer.

The second is not only the fact that our prices are far more cost-effective than our competitors it is that our discount program leaves all the others way behind – please do not take our word for it [check it out!](#)

What Makes SAS Aviation Leadership and Management Skills Development – Facilitating Effective Meetings – ½ Day Different?

Because our courses are written by people who have lived through the regulations, from the introduction in the early '00s. EASA Part M is an essential regulation related to the management of the aircraft.

At Sofema Aviation Services our focus is on accepting that compliance with EASA Regulations is, in fact, minimum compliance. Interpreting the regulations in a way which enables the development and optimization of our business is where we should see an opportunity to drive efficiency and cost-saving.

Detailed Content / Topics - The following Subjects will be addressed

- What Happens in Ineffective Meetings?
- Meeting Preparation
- Getting Started: First Five Minutes
- Facilitating Discussion
- Managing Distractions
- Finishing Up
- Conference Calls
- The Roles and Responsibilities of a Facilitator
- Facilitation Skills: Best & Worst Facilitator Practices

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Target groups

All levels of expertise within the organizational environment.

Pre-requisites

A background in the aviation environment.

Learning Objectives

The primary purpose of this training is to provide a thorough understanding the professional meeting atmosphere in the organizational environment. The course also aims to stimulate later application of those techniques in the work processes.

What do People Say about Sofema Aviation Services Training?

"This training offers very good explanations of difficult topics."

"All aspect were useful, the examples were great."

"This training helped me to develop some new skills."

"The instructor is very resourceful and intelligent."

"Having a visual material helps a lot the learning process."

Duration

½ Day – The day will commence at 09.00 and finish at 13.00 with appropriate refreshment breaks.

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