



Call for Applications:
Meetings – A Strategic Tool for Leadership
Effectiveness Workshop



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The Caribbean Leadership Programme (CLP) is pleased to issue the Call for Applications for its **Meetings – A Strategic Tool for Leadership Effectiveness Workshop**. This workshop will be delivered online using the WebEx platform over four 3-hour sessions from 1:00 PM – 4:00 PM ECT on:

- October 1, 2019
- October 8, 2019
- October 15, 2019
- October 22, 2019

COURSE DESCRIPTION

Meetings are a strategic tool for leadership effectiveness. Yet, team members often contend that valuable time is wasted in dysfunctional meetings that are poorly planned and facilitated. Have you ever stopped to calculate the cost of meetings in your organisation? Does the value derived from the meetings you lead outweigh the costs financially or otherwise? Are you ready to avoid the pitfalls of bad meetings and reap the benefits of great meetings?

TARGET AUDIENCE

This workshop is for leaders with responsibility for leading strategic meetings as a key part of their leadership function.

METHODOLOGY

This programme uses a virtual delivery model, inclusive of synchronous, experiential learning, as well as asynchronous learning modalities.

OBJECTIVES

In this workshop, participants will learn how to:

- Connect each meeting with their organisational strategy;
- Improve their meeting facilitation skills;
- Develop effective questioning techniques to achieve great decisions and inspire action;
- Select the most appropriate decision-making process for each situation;
- Derive value for money from your meetings;
- Identify and facilitate/manage practical alternatives to face-to-face meetings.

COST

USD\$800.00 inclusive of tuition and programme materials.

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HOW TO APPLY

Interested candidates are required to:

- Complete the [electronic application form](#). (Hand-written application forms will not be accepted).
 - If candidates are being sponsored by their organisation, the relevant section on the [application form](#) should be filled out by the Head of the sponsoring organisation or his/her authorised designate.
- Completed [application forms](#) must be submitted to applications@caribbeanleadership.org by June 28, 2019.
- Once your application has been provisionally accepted, details will be e-mailed to you with regards to payment arrangements. **Registration in the workshop will only be confirmed upon receipt of full payment.**
- Note that workshop spaces are limited, so early registration and payment are highly recommended.

FURTHER INFORMATION

For further information, please contact us at info@caribbeanleadership.org. For additional information about the Caribbean Leadership Programme, please visit www.caribbeanleadership.org, and for information about CARICAD, please visit www.caricad.org.