JOSE UCAR
HUMAN-CENTRED TRAINING

TRAINING PROGRAMME

MAKING MEETINGS WORK

Lead with clarity. Facilitate with intention. Deliver results.

Meetings are one of the most visible expressions of leadership, reflecting how decisions are made and how accountable teams really are. This practical, forward-thinking programme equips professionals with the structure, discipline, and tools to make meetings **purposeful, inclusive, and outcome-driven**, combining human facilitation skill with intelligent use of AI tools such as Microsoft Copilot.

WHAT YOUR TEAM WILL GAIN

- Improve the effectiveness and focus of meetings
- Strengthen preparation and facilitation
- Build accountability between meetings
- Leverage AI responsibly for clarity and efficiency

RESULTS YOU CAN EXPECT

- More purposeful and time-efficient meetings
- Stronger decision-making and clearer ownership
- Improved psychological safety and discussion
- Reduced repetition and better follow-through

> *"He has helped me to communicate more effectively and gain more confidence when speaking in a professional environment. He tailored the sessions according to my needs making them very effective and productive."*
>
> **Adriana Alvarado** · FP&A Manager, Ralph Lauren

WHO WOULD BENEFIT

- Managers and team leaders
- Senior stakeholders in decision forums
- Professionals who chair meetings
- Teams seeking better collaboration

DURATION
1-day or modular series

FORMAT
Face-to-face or virtual workshop

APPROACH
Practice sessions and AI tools

Let's talk about how this could benefit your team

Every session is tailored to your team's unique needs and goals.

Get in touch
to bring this programme to your workplace

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