

Strategic Conversations and Meetings

How do you hold strategic conversations and lead effective meetings? How do you guide and facilitate key business discussions? In the workplace, there is a need for employees and managers to share information, present and generate ideas, and contribute both individually and in teams.

In this course, you develop and practice key skills for leading and participating in strategic conversations, and facilitating effective meetings in your workplace. Group discussions and hands-on workshops cover strategies for active listening, interviewing, summarizing, and public speaking. By the end of this course, with the tools and information you will learn, you will be comfortable in leading and engaging others in strategic conversations.

Instructor

Eric Tung has an MA in English from the University of British Columbia and teaches academic, professional, and business writing courses for UBC Continuing Studies. In addition, Eric designs and delivers customized business, proposal, and technical writing workshops for various organizations, including engineering and consulting firms.

Eric is also a Change Management and Business Communications Consultant and specializes in change management, facilitation, instructional design, training, and technical and business communications. He has extensive experience in the municipal, utilities, academic, and technical sectors.



THE UNIVERSITY OF BRITISH COLUMBIA

Extended Learning

Course Schedule

Day One:

- Understanding the communication process and communication styles
- Adapting to your audience and purpose Providing context for your audience Working with cross-cultural teams
- Workshop: understanding your audience
- Leading and participating in strategic conversations
- Listening actively
- Brainstorming effectively
- Workshop: generating ideas
- Workshop: presenting your recommendations
- Interviewing for specific information Asking key questions
- Workshop: interviewing your classmates

Day Two:

- Structuring your meetings Facilitating workshops Dealing with conflict Taking effective minutes
- Workshop: dealing with conflict Summarizing key information Workshop: presenting summaries
- Structuring your content for presentations Presenting in different conditions Polishing your presentation skills Providing feedback
- Workshop: presenting on your topic