

INTERNATIONAL MEETINGS INTENSIVE TRAINING

Pre-tasks from trainer:

Topic	Activity
Key phrases for meetings and negotiations	Phrase pack and exercises Terms for opening and closing meetings, agenda handling, follow-up actions, scheduling and timetables
Tailoring vocabulary for meetings and negotiations	Questions on experiences and challenges of international meetings



Contact meeting 1 (3 x 45 mins):

Topic	Activity
Formal Meetings	Giving opinions, disagreeing, delaying, chairing meetings, seeking other opinions, summarising and verification Response drills
Practice Formal meeting	Controversial issues agenda role allocation Agenda run through, decision and summary
Meetings Common problems	Review of vocabulary for delay, disagreement and diversion
Meeting structure	Chairing a meeting Meeting civilities in practice meeting

For further information please contact: tiina.prauda@galimatias.fi



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Pre-tasks from trainer:

Topic	Activity
Formal meetings and opinions	Vocabulary exercises
	Sentence completion
	Sample meeting phrases – written responses
Chairing a meeting	Meeting Civilities phrases
Meetings	Preparation of agenda items for further practice meeting



Contact meeting 2 (3 x 45 mins):

Thursday 26.9.2019, 13.00-15.15

Topic	Activity
Presidency meetings	Formalities and moderating
	Review and Translation exercise
	Voting and panel discussion terms
Practice negotiation meetings	Agendas created by students and role allocation
	Agenda run through, decision and summary
Revision of meetings and negotiations	Review of key vocabulary
	Key tips for smooth meetings and negotiations

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