



EFFECTIVE MEETINGS

Course Outline

Course overview and duration

The practice of holding effective and productive meetings is an essential function in all successful working environments. This course aims to equip delegates with the knowledge and skills that are required to organise and conduct effective and interactive meetings with efficiency and confidence. It is a one-day course.

Who will benefit from this course?

This course is suitable for anyone who is responsible for planning and conducting workplace meetings of any kind. It is particularly relevant to people that undertake the role of chairing a meeting.

What you will learn:

- Know how to prepare for a meeting and appreciate the purpose of an agenda.
- Identify the role and responsibilities of all who take part, and encourage contributions from all participants.
- Appreciate the specific role and responsibilities of the chairperson.
- Recognise meeting protocol and procedures.
- Understand the purpose of minutes and action plans.
- Be aware of the commonplace problems and difficulties that often occur in meetings.
- Structure and conduct meetings to achieve objectives and avoid wasting time.
- Develop communication skills and efficiently conduct professional meetings.
- Deal with difficult situations or members.
- Overcome the difficulties caused by technology in meetings.
- Review your own effectiveness.

All delegates will leave the training with a personalised action plan.