

Effective Meetings

Duration: 1 day

Private or In-Company bookings only

Meetings are a key tool in the successful management of business activities. All too often time and effort is wasted by calling and attending meetings which are not well prepared, have no clear purpose and where attendees fail to participate in making decisions.

This training course aims to assist in dealing with those aspects which inhibit the effectiveness of meetings and emphasise the best practices which make meetings successful.

Course Content:

- To assist in establishing best practice at managing effective meetings
- To emphasise the key aspects of effective preparation
- To practice running meetings
- To develop techniques for handling effective outcomes from meetings
- To develop techniques at dealing with difficulties and conflicts arising from meetings

What delegates will gain from the course:

- How to plan & prepare meetings
- Techniques in how an effective meeting should be run
- How to get the best practical benefits from a meeting

Course Prerequisites:

There are no prerequisites for this course.