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beach**
TRAINING

Effective Meetings

Duration: 1 day

Prerequisites

There are no prerequisites for this course

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

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.

Objectives

After this training course, delegates will know how to:

- 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 Content

In this course you will learn how to:

- Assist in establishing best practice at managing effective meetings
- Emphasise the key aspects of effective preparation
- Practice running meetings
- Develop techniques for handling effective outcomes from meetings
- Develop techniques at dealing with difficulties and conflicts arising from meetings

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