

Running Effective Meetings

AUDIENCE

This course is intended for anyone who is, or will be, required to attend meetings. It will concentrate on three areas, preparation for the meeting, how to use the meeting effectively and efficiently and the follow up required to ensure that objectives set are met.

SUMMARY

One recent study estimated that, in the UK alone, four million hours are spent each day in meetings. This means many thousands of people sitting, listening, questioning, solving problems and making decisions. It also means that thousands more, at those same meetings, are probably engaged in less useful behaviour. As a result, meetings so often do not live up to the expectations of the participants and disappoint the people who are dependent on the outcomes. The cost in terms of inefficient usage of time and monetary terms is substantial.

The purpose of this one-day course is to clearly identify the problems that arise at and around meetings and to suggest realistic and practical actions to maximise the effectiveness of any gathering. This will include follow-through and follow-up after a meeting.

COURSE AIMS

By the end of the course the participants will be able to:

- *Identify the ingredients for a successful meeting as well as the cost to the business when meetings fail to deliver*
- *Plan and prepare an effective agenda*
- *Conduct effective decision-centred meetings*
- *Maintain good working relationships and win cooperation*
- *Ensure that the actions identified are executed*

COURSE SESSIONS

- *Understanding your Role.*
- *Effective Agendas*
- *Meetings Management*
- *Interpersonal Skills*
- *Dealing with Difficult People*
- *Developing an Action Plan*

A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.