



Managing Meetings

Aims

This course aims to assist participants in leading meetings at work. The course examines aspects of the meeting, such as chairing, preparing for the meeting and closing the meeting.

Objectives

By the end of this course you will be able to

- Increase the efficiency of meetings
- Lead and control meetings effectively
- Make effective contributions to meetings
- Deal with difficult people in the meetings environment.

Who Should Attend

Any CEO, Manager or individuals who are involved in chairing meetings.

Course Content

- Purposes of the meetings
- Timings
- Selecting key people
- Planning
- Setting clear agendas
- Inviting agenda points prior to the meeting
- Preparing documentation
- Self-management
- Successful chair qualities
- Encouraging discussion
- Controlling timings
- Visual aids
- Note-taking
- Effective communication skills
- Choosing the correct pitch
- Questioning and listening techniques
- Summarising and implementing action plans

Duration 1 Day