

Meeting Management

COURSE OVERVIEW

Meetings come in all shapes and sizes, from conferences to a quick huddle in an office hallway. This one-day workshop will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

Members of such a group want to get some kind of result out of their time together: solving problems, brainstorming, or simply sharing information. At its best, such a group knows what it is about, and knows and utilises the strengths of individual members.

KEY SUBJECT AREAS

- The basics for effective meetings.
- The best and worst of meetings.
- Holding productive meetings.
- Preparing for meetings.
- Setting the place.
- Leading a meeting.
- Process and content.
- How to control a meeting.
- A plan for success.

LEARNING OUTCOMES

- Understand the value of meetings as a management tool.
- Recognise the critical planning step that makes meeting time more effective.
- Identify process tools that can help create an open and safe forum for discussion.
- Develop and practice techniques for handling counterproductive behaviours.

Understand the value of a productive, effective meeting.

Duration: 1 Day

Unique features

The Meeting Management Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

Who should attend?

Anyone who regularly runs meetings and would like to learn the skills to get the best results out of their meetings.

Includes...

- Resource material & workbook.
- Training 101 Certificate

Contact us for more information
or to register on a workshop:

P: 0800 801 233