

Managing Effective Meetings

Duration:

One day

Objective

Managing Effective Meetings trains delegates in how to improve their ability as a meeting leader. They acquire the knowledge and skills they need to facilitate situation analysis, brainstorming, and decision making in meetings, as well as practicing and developing techniques for fostering creative thinking and dealing with conflict, difficult people and issues during the meeting. Ultimately, this course shows delegates how to effectively prepare for, control, chair and manage meetings and associated follow up activities.

Contents

By the end of this course, each delegate will be able to:

- Identify the most effective ways to communicate a message when holding a meeting
- Demonstrate the seven different areas of preparation
- Consider different techniques for imparting information and making the meeting memorable
- Construct a meeting agenda incorporating different types of content
- Design various styles of agenda for controlling different kinds of communication
- Effectively manage communications and commitments before and after the meeting
- Understand and use assertive behaviour when chairing a meeting
- Recognise the seven types of difficult people
- Develop a strategy for coping with difficult people at meetings

Who should attend

Anyone who uses meetings as a means of getting things done and would like to make enhance productivity and/or interest in these meetings.

Course benefits

- Making meetings shorter, more focused and more productive
- Apply the skills of leading, processing and controlling meetings
- Provide clear guidelines for planning, preparing and structuring meetings
- Make contributions and participate actively

Additional information

Delegates will be provided with guidelines on the necessary planning, preparation, structure and process of meetings in order to ensure a successful, productive outcome. Delegates will also enjoy the role-play scenarios designed to help practice chairing and participating at meetings.

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of meetings management training. They have been successfully delivering training to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.