



Workshop Overview

Effective planning, objective setting and communication skills can transform the way your meetings run, increase productivity and enhance morale. This course gives a full understanding of the meeting process and how to control and energise discussion. This course is popular with those who chair or lead meetings but is of benefit to anyone who would like to manage meetings better.



Benefits

By attending this workshop, you will gain a structured approach to enable real results to be achieved from every meeting. You will build upon the practical techniques learned for managing dominant and reluctant attendees and understand how to prepare and energise your meetings.

Outcomes & Content

- ✓ Purposes and objectives of the meetings
- ✓ Timings and selecting the key people
- ✓ Planning and setting a clear agendas
- ✓ Inviting agenda points prior to the meeting
- ✓ Preparing documentation
- ✓ Successful chair qualities
- ✓ Encouraging discussion
- ✓ Controlling timings
- ✓ Visual aids and note-taking
- ✓ Effective communication skills
- ✓ Choosing the correct pitch
- ✓ Questioning and listening techniques
- ✓ Summarising and implementing action plans



Who should attend ?

Experienced managers, project and team leaders, and executives in the life who need to lead meetings or Individual contributors who want to gain new techniques for increasing the effectiveness of the meetings they attend or lead.

