

CONDUCTING EFFECTIVE MEETINGS

Introduction:

Organisation of and attitude within a meeting plays a major part in whether the meeting will be successful and productive. A badly run meeting can be a time waster, and time costs money.

Objectives:

This programme provides delegates with the knowledge, skills and behaviours required to maximise the required outcomes of an effective meeting.

- State the main barriers to effective meetings
- Explain the key responsibilities of the meeting organiser before, during and after the meeting
- Planning and agendas
- Explain the key responsibilities of the meeting attendee before, during and after the meeting
- Provide examples of what they will be doing differently as a result of this session
- Make a commitment to enhance their own and other peoples meetings
- Maintain an awareness of how behaviour can influence the effectiveness of meetings

Duration: One (1) Day

Course Code: TSCCEM

Certification: Training Solutions 2000