

Effective Meetings

Duration – One day

Aim

Meetings are an essential part of every business. A poorly planned meeting can lead to time wasting and can become boring and on the other hand, a well planned meeting can ensure that everyone involved feels they have contributed and agreed actions that were laid out at the meeting. This course is designed for those who want to be more efficient and professional when attending meetings in the workplace.

Objectives

By the end of this course, each delegate should understand the following:

- The cost of meetings
- Identify the barriers to meetings in our organisation
- The benefits to be gained

Programme

Course objectives and introductions

Preparations for a Meeting

- Drawing up an agenda – the structure for the meeting
- The function of purpose statements
- Practical considerations – attendees and environment etc

The Chairperson

- The role of the Chairperson
- Preparation required by the Chairperson
- The skills of processing, using statements, questions and summarising
- Keeping control of the meeting

Meeting Participants

- The role of participants
- How to state your case at a meeting

Problem people and situations

- How to deal with problem people during a meeting
- Strategies for dealing with difficult situations

Meeting Practical

- An opportunity to run a meeting putting all the theory into practise

Who should attend?

This course is ideal for anyone who chairs, organises or attends face to face meetings within their organisation or with clients and suppliers.

We can deliver this course throughout Northern Ireland and Scotland.

If you would like to find a course near you, please contact us on 028 90772937 or email info@doctrina.org.uk for more details.

If you would prefer to have this course tailored and delivered at your premises at a convenient time for you, please contact us by telephone or email info@doctrina.org.uk to discuss your requirements.