

## Effective Meetings

Meetings have become a daily feature in our everyday working lives, however we 'waste' many hours attending meetings that miss the mark, when much wasted time and frustration can be saved with some planning and effort. A great meeting should involve everyone and leave people feeling energised and that they've really accomplished something.

This course shares best practice in planning and holding various types of meetings for improved productivity and results.

### What will you learn?

- ⇒ Develop the core skills to confidently chair or support the delivery of engaging and participative meetings and committees.
- ⇒ Learn how to effectively prepare and plan for meetings.
- ⇒ Clearly define the roles and responsibilities of all meeting participants.
- ⇒ How to successfully work with challenging attendees.
- ⇒ Ensure meetings are accurately recorded with appropriate actions and timeframes being documented.

### What will you cover?

- ⇒ How to decide if a meeting is *really* needed
- ⇒ Meeting preparation
- ⇒ Leading effective meetings
- ⇒ Role responsibilities in any meeting
- ⇒ Using technology in virtual meetings
- ⇒ Meeting minutes
- ⇒ Evaluating and improving upon meetings
- ⇒ Core communication skills

### Who is it for?

Anyone who is required to run, conduct or lead any kind of meeting and would like more structure to ensure each one is effective.

### How long will it take?

One day