

Managing Meetings

Have you ever considered the cost of all the meetings that take place in your organisation and how relevant they all are? In today's world where costs are often challenged, it's more important than ever to ensure that your managers really have the skills that they need. Meeting management and etiquette are often overlooked by companies, however providing this opportunity gives your people the fundamental skills they need in the meetings that they chair, to boost productivity and effectiveness.

This one day course will equip your managers with the knowledge, skill and confidence to lead meetings that are not only productive, but enjoyable and memorable.

What will you learn?

- ⇒ Learn how to effectively prepare and plan for meetings.
- ⇒ Clearly define the roles and responsibilities for all meeting participants.
- ⇒ Develop the core skills to confidently chair engaging and participative meetings and committees where participants can confidently discuss issues.
- ⇒ Deliver timely meetings that add value and achieve successful outcomes.
- ⇒ Ensure meetings are accurately recorded with appropriate actions and timeframes being agreed.

What will you cover?

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

Who is it for?

Managers who are required to chair meetings regularly and would like more structure to ensure each one is effective.

How long will it take?

One day