



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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Effective Meetings

(1 day)

“Meetings are not an alternative to work – they are the means by which decisions are taken, actions set and change implemented.”

Benefits

There is nothing more soul destroying, or de-motivating, than attending a badly-prepared meeting! Yet effective meetings are a vital element of good communication and, when properly run, are invaluable for gaining commitment, raising morale, increasing productivity, generating new ideas and resolving problems.

Aim

To ensure that attendees understand the business reasons for holding meetings and to provide them with the skills needed to plan and partake in more effective meetings, which result in positive outcomes.

Objectives

By the end of the training you will be able to...

- Describe the business reasons for holding meetings
- Plan for more effective meetings
- Set meaningful and realistic agendas
- Actively partake in a meeting and ensure actions are followed up

Content

- Is a meeting necessary? Do you need to attend? Alternatives.
- Types of meetings – e.g. informative, consultative, problem solving, decision making, negotiating
- Planning and setting a SMART agenda (and sticking to it!)
- Roles people play and ground rules to adopt
- Maintaining control and dealing with hidden agendas
- Gaining agreement and commitment to action
- Recording decisions and assignments - minute and note taking
- Following up - assessing the outcome
- Developing your own listening and presenting skills