



Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

solutions@ttsweb.co.uk
www.ttsweb.co.uk
0117 9022 845

Effective Meetings

(1 day)

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

Benefits of attending this course...

There is nothing more deflating than having to attend a poorly planned or badly run meeting. Yet, when properly run, meetings can be extremely effective at raising morale, generating new ideas, gaining commitment and resolving problems.

The purpose of this course is to provide delegates with the skills needed to ensure their meetings are more effective.

Who is it for?

Anyone who needs to plan, organise and run an effective meeting.

Objectives

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

- 📖 Describe the key reasons for holding a meeting (and when they are not the best solution).
- 📖 Plan a meeting (so the purpose is advertised and the attendees know why they are invited).
- 📖 Set a meaningful and realistic agenda.
- 📖 Actively partake in a meeting and ensure actions are followed up.

Content

- ✓ Key questions to ask when planning a meeting...
 - Is it necessary?
 - What is the purpose?
 - What is the desired outcome?
 - Who needs to attend?
- ✓ Roles and responsibilities (such as the Chair and Minute Taker).
- ✓ Creating an objective-based agenda (and sticking to it during the meeting).
- ✓ The importance of developing effective listening skills.
- ✓ Building rapport, reaching agreement and assigning actions.
- ✓ Keeping to time (and what to do if it's taking too long).
- ✓ Recording the decisions made and the assignment of tasks (an introduction to note taking and minute taking).
- ✓ Following up afterwards and assessing outcomes.