

## **RUNNING EFFECTIVE MEETINGS**

<b>LOCATION</b>	<b>DURATION</b>	<b>No. of DELEGATES</b>	<b>COST per person</b>
On-site	1 day	4 -16	£250.00

**This course will give you the skills, discipline and structured approach necessary to run meetings that are useful and productive for all attending**

### **OUTLINE**

Meetings often take longer than they should and achieve less than they could. In meetings individuals often do not participate or, if they do, they do not do so in the most effective way for all present.

Meetings are necessary, they can be sources of information, direction and energy rather than a dreary and irrelevant waste of time that changes nothing.

To be useful meetings should have structure, focus and participation with agreements to action that are implemented. You will develop the confidence and techniques to do this with any group of people in virtually any situation.

### **AIM**

To enable you to run a meeting that is of practical use to all attending.

### **OBJECTIVES**

To understand the mechanics and dynamics of meetings.

To develop the skills to ensure that you and other attendees are involved and contributing.

To practise how to agree and reach consensus, assign and ensure practical, relevant actions.

### **OUTCOMES**

Able to set realistic and relevant agendas for your meetings.

The necessary skills to keep your meeting focussed and on track.

The skills to involve everyone and ensure that everyone's contribution is heard.

Be able to overcome barriers to consensus, gain commitment on an action plan and ensure follow-up.

Know how to write accurate, professional minutes.