

MANAGEMENT: Managing Meetings

Course duration: 1 day

Who should attend:

This course is valuable for anyone who wants to improve their productivity by improving your handling of meetings.

Course benefits:

Managing meetings is an essential element of any manager's job. In this course you gain the practical skills to improve your handling of meetings so that they run efficiently and effectively.

What you will learn:

- Using meetings effectively
 - Do you need a meeting
 - Knowing your aims
 - Meeting informally
 - Meeting formally
 - Revolutionising communications
 - Choosing the right type of meeting
 - Keeping on track
- Preparing for a meeting
 - Inviting participants
 - Preparing an agenda
 - Locating a meeting
 - Seating participants
 - Preparing practicalities
- Attending a meeting
 - Taking an active role
 - Being seen and heard
 - Listening to others
 - Handling problems
 - Taking minutes
 - Evaluating your skill as a participant
- Chairing a meeting
 - Understanding the role
 - Researching attendees
 - Pacing a meeting
 - Controlling a meeting
 - Keeping order
 - Closing a meeting
 - Using formal procedures
 - Solving problems in formal meetings
 - Evaluating your skill as a chairperson