



The Art of Making Meetings Work

Waste no more time or effort

Learning with a difference...

Benefits

- Effective meetings produce results!
- Avoiding poor meetings reduces waste
- Not running the old, staid meetings will improve morale

Pre-Requisites

There are no pre-requisites for attending the Making Meetings Work course.

Course content

- Do you need that meeting?
- Setting the real agenda
- Using unusual start and specific finish times
- Who should chair the meeting?
- Scripting how you want the meeting to proceed
- Setting debating time limits and comments
- Controlling wafflers and point-scorers
- Keeping the time visible
- Establishing and communicating decision goals
- Composing and agreeing minutes during the meeting
- Making use of micro-meetings
- Creating summaries instead of minutes
- Alternatives to physical meetings

Course overview

Change the way your organisation uses meetings so that you gain positive benefit from those you do hold, and do not hold the bad ones.

This course shows you how to evaluate whether a meeting should be held, and then, for those that go ahead, how to ensure that you use the resources allocated to the meeting in the best way.

The course also discusses using some newer techniques to avoid physical meetings, using conferencing facilities and similar technologies.

Throughout the course you will practise using the techniques covered, in various exercises you will perform and then evaluate for yourself.

Duration

1 day
9:30 - 4:30

Refreshments are provided on arrival, mid morning and mid afternoon.
A buffet style lunch is also provided.

Book Now

Call our Sales team on
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace immediately after you have completed your training!

Other courses we offer

- Introduction to NLP
- Team leading
- Finance for non-Finance Managers
- Practical Project Management

What our customers say about our courses

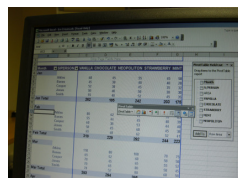
"What I learnt in the first half hour paid for the whole course!"

"Very knowledgeable training and an abundance of patience"

"Fantastic course, thank you so much"



People Productivity &
Specialist IT Training



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