

MANAGING MEETINGS

COURSE OUTLINE

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 **6 HOURS**

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Audience

Well structured and informative meetings encourage greater organisational communication.

This course is designed to provide delegates with the essential skills to organise and manage effective meetings

Pre-Requisites:

None

Course Objectives:

By the end of this workshop the delegate will have learned the following:-

- Define the purpose of the meeting
- Explain the value of meetings as a management tool.
- Develop the meeting agenda.
- Recognize the critical planning steps that makes meeting time more effective.
- Adopt a range of styles to chair the meeting effectively and manage discussion
- Demonstrate the ability to manage counterproductive behaviour.



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Course Content

- Meetings – why have them?
- Good and bad practice – your experiences of meetings
- Defining the purpose of the meeting
- Developing the agenda
- Planning the meeting to make effective use of time
- Chairing the meeting
- Facilitation styles – Heron's six styles of facilitation
- Identifying and managing disruptive behaviour in meetings
- Action planning – how can I apply my learning in the workplace?

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