

Effective Meetings

All courses can be virtual or face to face

Sample Content Includes:

- Types of Meetings
- Reasons For Having a Meeting
- The Perils Of Meetings
- How Meetings Can Go Wrong
- Rules For Effective Meeting Management
- Planning a Meeting (logistics, invites, agenda)
- Running a Meeting
- The Role of The Facilitator (time keeping, managing disruptions, keeping on track, summarising next steps)
- Making Sure Your Objective is Achieved
- Making Meetings Interactive
- Dealing With Difficult Behaviour
- Running Virtual Meetings and How They Differ

Contact us for a full course outline.

