

# HOW TO RUN EFFECTIVE MEETINGS



## Workshop Overview

This workshop has been designed to provide delegates with the skills to chair successful workplace meetings that leave participants feeling inspired, positive and with the feeling of having accomplished something useful. To this end, this ½ -day workshop will address the range of tools needed to ensure that any meeting is: planned, structured and organised to achieve the desired objectives and timed in a sensible manner to give everyone in the meeting the chance to participate

This workshop is specifically geared towards individual's looking to improve the effectiveness of their meetings in terms of co-ordination, facilitation, structure, output and/or management of group behaviour.

## Who is it for?

This ½ -day workshop will significantly benefit staff of all levels who chair meetings in the workplace.

Delivery is through a mixture of methods and involves delegates working in group exercises and discussions. Training is practical and interactive.

## Aims & Objectives:

This training will help managers and staff get the most from the meetings they chair by achieving clearly defined meeting outcomes, maximising participant contributions and overcoming meeting challenges.

On completion participants will have increased knowledge of:

- Types of meetings
- Characteristics and structure of effective meetings
- Roles of attendees
- Producing and using agendas
- Achieving desired outcomes and managing action plans
- Recognising roles in the group and getting the best out of everyone
- Managing different behaviours
- Using correct questioning techniques
- Review methods
- Minute taking differences and methods

\*\*This workshop can be fully customised to an organisation's needs and specific requirements

*Our training sessions can be delivered on-site or in our training facilities.*

*Each learner will receive a certificate of attendance and course packs to take away.*

For more details and booking please **CONTACT US**

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Learning Additional & New Employment Skills

