

Effective Meetings

Aims & Objectives

This workshop will enable attendees to prepare and plan for effective meetings and to maximise the time invested in those meetings. This is a practical, participative workshop based on actual workplace scenarios to enable the delegates to relate to real life application.

Outcome

Delegates should be able to:

- Identify some of the factors behind unproductive meetings
- Structure and plan ahead, produce checklists and prepare for successful meetings.
- Identify the pitfalls when making decisions

Course content

Key topics include:

- Why do meetings go wrong?
- What do we expect from a meeting?
- Potential pitfalls
- Chairperson's checklist
- Attendee's checklist
- Decision and action
- Cost of a meeting
- Minutes of meeting
- After the meeting – what happens then?

This programme is aimed at:

Anyone who attends, chairs or runs a meeting of any type, either on a regular or one-off basis.