

**Duration** 1 day

## Course Description

We all have to attend meetings and quite often, if we're honest, we feel they have been a waste of time with nothing achieved. However, most meetings have the potential to be extremely productive, but their current lack of planning and preparation, poor chairing, or lack of knowledge, means this potential is never fulfilled.

This course is designed for anyone who chairs or attends meetings.

## The Aim

To improve your personal skills and performance in preparing for, being involved in, and conducting an effective meeting.

## Objectives

By the end of the course, delegates will be able to:

- Recognise the processes, techniques and skills required in order to prepare for, participate in and conduct an effective meeting
- Apply these skills back in the workplace

## Subject Areas

- Perceptions about meetings
- Why hold them?
- Common problems
- Preparation and planning
- Communication skills
- Successful contribution
- Effective chairing
- Managing conflict