

MANAGING MEETINGS

(1/2 – 1 day)

Up to 10 delegates

The skills covered in this course are those of both chairing, and participating in meetings, in order to make them more focussed and productive.

As required courses can be adapted to reflect in-house agenda style and practices.

The content is as follows:

- Welcome/ objectives/common difficulties in meetings
- Preparing an agenda – being clear about preparation
- Handling the discussion, keeping in control and on time
- Gaining agreement on actions to be taken
- Impact of ‘Belbin’ team roles in a meeting environment (pre-course questionnaire)
- Handling difficult people/situations
- Participant skills – preparation, being constructive, keeping the meeting on track
- Minutes, follow up