

Managing Meetings

So much valuable time is spent in meetings but quite often very little is accomplished. Often there is no real purpose or agenda and the result is often demotivating for many attendees. This course will give delegates guidelines on the necessary planning, preparation, structure and process of meetings.

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

- lead meetings both effectively and positively
- plan meetings, the purpose and the objectives
- clarify ground rules, objectives
- recognise common problems associated with meetings
- plan the structure and prepare a timed agenda
- gain positive participation
- make a constructive contribution
- support individuals and their ideas

The course includes:

- making meetings shorter, more focused and productive
- opportunities for delegates to practise chairing and participating at meetings

This course is suitable for managers who would like to be more effective as an attendee or chairperson

Duration: 1 day - Intensive Course



The Island Partnership

Trinity Road, Sheerness, Kent, ME12 2PF. Tel: 01795 596700