

RUNNING SUCCESSFUL MEETINGS

Aim:

To examine the procedural and human aspects of chairing business meetings and to identify techniques for successful meetings.

Objectives:

By the end of the course participants will have:

- Conducted an "audit" of their own meetings approach
- Identified techniques for successful chairing
- Identified key techniques for getting people to work together at meetings

Numbers: 12 maximum

Duration: half day, 9.00am to 1pm

Style: Interactive, group work, handouts

Suitable for: Individuals wishing to improve their chairing skills. Useful for those new to meetings but also for the more experienced participant wishing to refresh skills.

Running Successful Meetings- course descriptor

Well chaired meetings move our business on and positively affirm the contributions of participants, personally and professionally. Badly chaired meetings are an enormous waste of time and very de-motivating. Learn what makes a successful meeting, for chairperson and participant. A swift, focussed half day course designed to brush up chairing techniques around the table.