

WHO WHY?

Meeting Skills



For anyone who wishes to learn how to make meetings more productive, effective and enjoyable.

Outcomes

- Identify and take ownership of your meeting role and responsibilities
- Anticipate and recognise difficulties, and how to prevent or manage them effectively
- Be a role model Chair or member for any meetina
- Contribute productively to any meeting, whatever your role

Content

- Why meetings go wrong: questionnaire
- 3 key factors and how to make the best of each
- Key roles and responsibilities
- Dealing positively with difficulties
- Practical case work

Learning Approaches



core learning input



learning recap quiz



paired activities



action learning set



self-assessment questionnaire



facilitation

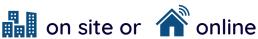


your ideas & suggestions



role play / simulation





An amazing turnaround - some easy to use practical tools and techniques that make a real difference!

> Senior Manager, Merseytravel



