

WHO & WHY ?

Managing Effective Meetings



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 meeting
- ✓ 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

 on site or  online

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

Senior Manager,
Merseytravel