



Making Meetings Productive

Meetings can take up a lot of our working week and can be very unproductive. This course offers you the knowledge to make your meetings more purposeful and result in actual progress.

The Offer

Helping you to master meetings to that they are effective, productive and result in useful outcomes or actions.

You will understand what makes a meeting effective and learn how to facilitate and manage meetings to ensure that they are not a drain on people's time.

Benefits

Increased productivity
Meeting confidence
Engagement techniques
Avoid pointless meetings
Facilitation skills
Achieving actions
Reduce meeting overheads
Gain more work time
Reduce feelings of pressure

What is the content of the course?

This course is aimed at making meetings more productive and the time spent in them worthwhile. We all spend many hours in meetings and often feel that we could be spending our time on more important work. This can cause stress, frustration and pressure in our working day. It may even affect our ability to meet deadlines.

By attending this course you will gain new techniques for output driven meetings, understand the theory behind what a successful meeting looks like and have the ability to practice your new skills gained.

What will I learn on this course?

- ◆ The financial and time impacts of unproductive meetings
- ◆ How to develop meeting actions
- ◆ Effective facilitation skills
- ◆ Engaging managers and teams
- ◆ Tips on good agenda setting
- ◆ Advice and help for problems encountered
- ◆ Alternatives types of meeting gain a faster result

- ◆ Help to transform meeting productivity
- ◆ Methods for ensuring success and participation

Who should attend this course?

This course is suitable for anyone that runs or attends meetings as part of their working week. You may wish to:

Attend less meetings
Hold more effective meetings
Spend more time on productive work
Ensure meetings result in progress

What else do I need to know?

Format: 1 day course including theory, group work and practice sessions.

Maximum Delegates: 15

Pricing: £1400 for up to 15 delegates

Location: At your business premises

RESULT: 15 working days per delegate saved through reduced time in unproductive meetings.