

**Duration** 1 day

### **Overview**

This course is designed to improve the quality and effectiveness of meetings by examining a meeting's purpose and structure; defining the different roles of participants and chair-person and clarifying preparation and outcomes.

We take an interactive approach, using a variety of teaching models to engage delegates. These include lecturer input, individual and group exercises which identify the characteristics and behaviour patterns associated with effective meetings.

### **Recommended for**

Staff at any level within an organisation who are involved in running or participating in meetings.

### **Linked Programmes**

- Essential Communication Skills
- Effective Communication on the 'Phone
- Meeting Administration and Minute Taking

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Identify the characteristics of three types of meeting
  - Prepare a checklist of tasks required for meeting preparation
  - Prepare for a meeting in a given role using case studies or role play
  - Identify the tasks specific to the role of chair-person
- using the documentation and support provided.