

### Managing Meetings

#### Who is this course designed for?

This course is designed for managers who want to improve the overall effectiveness of their meetings, by understanding when meetings should be held and how to make them more productive for everyone attending.

#### What are the course objectives?

- Describe how to prepare for a meeting
- Be able to explain the purpose and format of commonly used meeting tools
- Explain the roles and responsibilities of those attending a meeting
- To review your own effectiveness when attending and managing meetings

#### What's in the course?

- Types of meetings, their value and purpose
- Meeting roles and terminology
- Preparation and timings
- Creating an agenda to follow
- Physical resources and logistics
- Different styles of minutes and when to use them
- Using guest speakers and helping others to contribute
- Basic etiquette and protocols that apply to meetings
- Action points and follow up

#### Our approach to this course:

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group /individual activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
practice exercises	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	presentations (informal and/or formal)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	written/multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

#### What next?

Please CONTACT US to book this course:  
[enquiries@thewayahead.org.uk](mailto:enquiries@thewayahead.org.uk)

**Price: £225**

(+ VAT)

1-day workshop

*“Training today’s **people** for tomorrow’s **world**”*