

Meetings; Chairing, Facilitating and Attending



A 2-day programme

Who for:

Anyone who recognises the time they and their colleagues spend in meetings could be used more effectively and more constructively!

In this programme, you will learn and practise:

- How to increase meetings effectiveness by brief but efficient planning – whether you are the chair or an attendee
- How to make sure every meeting launches with clear, practical and achievable objectives, plus a down to earth, meaningful agenda
- How to clarify, guide and stick to meetings processes that really work effectively within the allocated time
- How to ensure all contributions (yours and others) are useful, focussed and constructive – and what to do if things threaten to derail!
- How to gain genuine commitment from members to fulfilling the actions they take away – and how to make sure everyone follows through

