Managing Meetings

Duration: 1 Day   Course Code: MM100E

Overview:

Meetings are necessary activities required to communicate, collaborate and make decisions about important business processes, projects and objectives. It is estimated that employees spend up to 50% of their time in meetings. The challenge is—many meetings are unnecessary, include the wrong people, or are not managed in a way to maximize productivity.
The Managing Meetings Workshop has been developed to equip anyone who is required to the plan and lead meetings with the skills, knowledge and tools necessary to maximize the productivity of their meetings.

Target Audience:

Anyone who is required to plan and lead meetings.

Objectives:

- In this course you will learn:
- Avoiding common meeting problems

- Planning content and process to lead meetings
- Managing process, time and participants to achieve meeting results

Prerequisites:

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Testing and Certification

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Follow-on-Courses:

People attending this course would also benefit from attending:

- Presentation Skills (PSE01)

Content:

1.Meeting Essentials

- Why we meet
- Common meeting challenges
- Characteristics of effective meetings

2.Planning Meetings

- Eliminating unnecessary meetings
- Pre-Meeting roles and responsibilities
- Setting meeting objectives
- Creating an agenda
- Preparing participants
- Planning your opening

3.Conducting Meetings

- Meeting roles and responsibilities
- Setting ground rules
- Managing participant Personal Needs
- Common facilitation challenges
- Documenting and summarizing results and action items
- Creating accountability for follow-up

4.Action Planning

- Questions and wrap-up
- Personal Learning Plan

Further Information:

For More information, or to book your course, please call us on 00 971 4 446 4987

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