



Managing Meetings

Duration: 1 Days **Course Code: MM100E**

Overview:

Meetings are not always productive and can be long-winded and dull. In this training, you learn to only hold meetings if the goal requires it and to use effective tools that keep meetings short, results-oriented and productive. This course is suitable for both meeting participants and organisers.

Target Audience:

Anyone who is required to plan and lead meetings.

Objectives:

- In this course you will learn:
 - Avoiding common meeting problems
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 - Planning content and process to lead meetings
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 - Managing process, time and participants to achieve meeting results
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Prerequisites:

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Testing and Certification

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Content:

1.Meeting Essentials

- Why we meet
- Common meeting challenges
- Characteristics of effective meetings
- Pre-Meeting roles and responsibilities
- Setting meeting objectives
- Creating an agenda
- Preparing participants
- Planning your opening
- Setting ground rules
- Managing participant Personal Needs
- Common facilitation challenges
- Documenting and summarizing results and action items
- Creating accountability for follow-up
- Personal Learning Plan

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2.Planning Meetings

- Eliminating unnecessary meetings
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3.Conducting Meetings

- Meeting roles and responsibilities

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4.Action Planning

- Questions and wrap-up

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Further Information:

For More information, or to book your course, please call us on 0800/84.009

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