

How to Hold an Effective Meeting

Programme Outline

Who can benefit?

The course is suitable for those who wish to develop their skills in participating and chairing effective meetings.

Course Objectives

- Identify effective preparation processes to a meeting
- Effectively participate and chair at any level in formal and informal meetings and discussions
- Describe appropriate recording and action planning following a meeting

Course content

- Purpose of meetings
- Structures of meetings
- Roles within meetings
- People aspects
- Procedural aspects
- Information cycle (gather, analyse, interpret, solve)
- Communication skills
- Action planning

Course Duration

1 day