

# MEETING SKILLS

## Objectives;

By the end of the course, delegates will have learned that;

- Planning is the key to an effective meeting
- Everyone should be encouraged to participate (where appropriate)
- People's time is valuable and should be respected
- Attendees should find the meeting valuable and all attendees should add value
- Assigned actions must be followed up on

## Who should attend?

Anyone who is involved in regular meetings and who would be in a position to influence other participants in the workplace to adhere to the good meeting practises. Ideally, intact groups who meet regularly would benefit from attending this course together.

## Course Content;

- What are the typical pitfalls of meetings?
- Different types of meetings
- Preparing for an effective meeting;
  - Deciding on the goals
  - Designing a realistic agenda
  - Inviting the relevant people to attend
  - Checking the room availability and necessary facilities
- The use of various assigned roles within the meeting to keep it on track and achieve the goals
- How to involve participants to ensure maximum information and new ideas are captured
- Concluding the meeting and assigning actions
- Follow up and support

## Style;

- The course is extremely practical with several opportunities to apply the meeting skills within various activities and relevant roles plays.

## Duration ;

- Half Day

## Note

As with all our training / coaching interventions, this course will be adapted to suit the culture of your business. Relevant anecdotes, examples and language will be incorporated to ensure maximum effectiveness and application of the skills and tools.