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Effective Meetings

The time spent in meetings is an increasing burden for Managers. The cost of meetings is considerable, yet many Managers complain about their ineffectiveness. This interactive workshop is designed to highlight the issues of poor meetings and to explore methods to make meetings effective.

Who should attend? Managers and staff at every level, who run or attend meetings that should be more effective.

Programme Info: 1 day duration; up to 12 delegates

Costs: £650 plus tailoring plus out-of-pocket expenses

Competency Development Areas:

- Influencing and Persuading
- Planning & Organisation
- Leadership & Team Building
- Team Working & Knowledge Sharing
- Delivering Results
- Decision Making

Programme Content:

- Objectives and Success Factors
- Cost of meetings; exercise
- What makes a meeting ineffective; problem participants
- Task and Process; influencing and persuading
- Meetings basics; exercise in planning & organisation
- Chairing and facilitating meetings
- Techniques and new ideas to make meetings more effective
- Support resources
- Action Planning