



Course Outline

Making the Most of Meetings II:

Skills for those attending and participating in meetings

Minimum and Maximum Learners: 06 - 16 Duration: One Day Timings: 10:00 - 16:30

Suitable for

For anyone who is new or experienced in chairing meetings who wishes to reflect good practice and ensure their meetings are effective, efficient and cost-effective.

Aim

To consider best meetings practice, mainly from the point of view of the Chair, leader or facilitator and the Chair's responsibilities throughout a "meeting." You will develop a range of tools and skills for ensuring effective meetings in person or online.

Learning Outcomes

By the end of the course, you will be able to:

- ✔ **Describe** good and bad meetings
- ✔ **Explain** the roles and responsibilities of those attending meetings.
- ✔ **Assess** current meetings using a Meetings Health Check tool and identify areas for development.
- ✔ **Describe** the stages of group development and how these impact on meetings.
- ✔ **Create** a checklist for planning, attending and after a meeting.
- ✔ **Assess** your decision-making skills during meetings and identify areas for development.
- ✔ **Demonstrate** effective communication and assertiveness skills when attending a meeting, whether in-person or online.

Benefits of Attending

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

Other Courses to consider [\(Visit my website for details of these and other courses\)](#)

- ➔ Assertiveness I – Assertiveness in the Workplace
- ➔ Dealing with Stress and Boosting Wellbeing
- ➔ Developing Resilience in an Ever-Changing World
- ➔ Effective Decision-Making and Problem-Solving – Tools and Techniques
- ➔ Effective Report Writing
- ➔ Effective Team Working: Playing Your Part in Achieving Success
- ➔ Influencing and Persuading Skills
- ➔ Interpersonal Communication Skills
- ➔ Making the Most of Meetings II: Skills for those attending and participating in meetings
- ➔ Management Skills for New/First-time Managers
- ➔ Managing Bullying in the Workplace
- ➔ Mindfulness Matters: Finding Calm in a Busy World
- ➔ Time Management I: Mindset and Tools for Taking Back Control

