

How to run an effective meeting



Meetings are an essential element in the life of any organisation. Well organised and managed, they bring together people's diverse skills and experience and deliver fantastic results. Otherwise they will eat into precious time and fail to generate any benefits.

This course is vital for all chairs, deputies and attendees who want to get better results from working in collaboration with others.

This course focuses on:

- The different types of meetings and their purpose
- The critical importance of planning and preparation
- Structuring the agenda and the meeting to optimise time and contributions
- The role of the chair and secretary and the skills relevant to have an effective meeting
- Encouraging productive conversations and dealing with negative behaviour.

Continuing Professional Development (CPD)

Continuing Professional Development (CPD) All of our courses are certified by the CPD Certification Service.

We offer formal accreditation

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA). Additional costs will apply.

For further information, please visit: www.communitygrouptraining.co.uk or email info@communitygrouptraining.co.uk