

learning
equals
development

EQV Course Outline



■ Conducting Successful Meetings

■ 1 Day

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Conducting Successful Meetings (1 Day)

Business Benefit

The amount of time that is wasted attending badly planned and badly run meetings has now reached epic proportions in many organisations. Understanding when meetings are absolutely necessary and how to make them run effectively in the shortest possible time is what this course is all about. It aims to give delegates the skills to organise meetings that actually are worth attending and the insight to know when a meeting is not necessary.

Who Should Attend?

Anyone who attends or runs meetings on a regular basis.

Learning Objectives

*By the end of this course
you will be able to...*

- Understand the concept and purpose of meetings
- Demonstrate the methodology for planning an effective meeting
- Describe the roles people adopt in meetings
- Demonstrate the skills for dealing with 'difficult' attendees
- Explain the role of chairperson.
- Create a personal implementation plan

Course Content

- Understanding the concept of a meeting
- What is the worth & cost of the meeting?
- Planning your meeting
- Roles within meetings
- Opening Address
- Assertiveness
- Control of the group
- Being constructive
- Getting a decision
- When to defer Active Listening
- Conclusions
- Taking Minutes
- Problems with meetings
- Turning negative actions into positive results

2011
Jul 22
Aug 23
Sep 22
Oct 24
Nov 23
Dec 21

2012
Jan 24
Feb 22
Mar 22
Apr 25
May 24
Jun 27
Jul 25
Aug 20
Sep 16
Oct 16
Nov 05
Dec 06

You may also be interested in

Communication, Assertiveness and Confidence Building, Facilitation Skills, Presentation Skills

Training Locations

Leicester, London, Liverpool, Manchester, Leeds, Bristol

Price:
£395
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Feel very confident, can't wait for my next meeting!"

"An excellent well presented course"

"100%"

"Well presented, interactive"

