

CONDUCTING EFFECTIVE MEETINGS COURSE

This course is for anyone who chairs or attends meetings

OBJECTIVES	
<ol style="list-style-type: none"> 1. To identify the core principles that make a meeting effective 2. To understand how to prepare effectively for both attending and chairing meetings 3. To be able to produce an effective agenda and meeting plan 4. To identify behaviours that help make meetings effective and behaviours that are a barrier to effectiveness 	
CONTENT	
<p>What makes a meeting effective?</p> <ul style="list-style-type: none"> ▪ The problems with meetings ▪ Identify specific strengths and weaknesses of meetings in your organisation ▪ The importance of meetings 	<p>The principles of meetings</p> <ul style="list-style-type: none"> ▪ The purpose of meetings ▪ The five stages of holding effective meetings
<p>How to prepare for a meeting</p> <ul style="list-style-type: none"> ▪ Planning an agenda ▪ Communication and inviting the right people 	<p>Meeting behaviours</p> <ul style="list-style-type: none"> ▪ The do's and don'ts of attending a meeting ▪ Improving meeting skills