Meetings - Chairing Productive Meetings
If you chair or facilitate at meetings - then this course is for you!

It gives you a full understanding of the meeting process and how to control and energise a discussion. You will learn how to structure the meeting to best effect; how to manage difficult attendees; and how to agree objectives and outcomes so that your meetings achieve real results in a timely fashion.

Course Content

- Why do we have meetings?
- Why do some meetings fail to achieve their objectives and lead to a loss of valuable time and money?
- Setting objectives for different types of meetings
- Choosing the right participants and assigning roles
- Preparation of useful agendas and accompanying documentation
- Working effectively with the minute-taker
- Selecting appropriate minutes’ styles for different types of meetings
- Controlling the meeting: timings, participation, staying on track
- Stimulating useful discussion
- Controlling difficult behaviours and conflict
- Using questions to manage participation and making proactive interventions
- Tools for guiding participants towards making decisions and agreeing actions
- Summarising decisions, outcomes and action plans
- Using technology to effectively manage the process of note taking, distributing, and storing minutes and action plans

Who is it for?
Anyone with responsibility for chairing or managing meetings, or who facilitates discussions within the business.

Duration
1 day

Cost
£395 + VAT for a 1 day open course.

This course can also be held in-house at your premises or at one of our venues for £1,195 + trainer travel from our Sevenoaks office + VAT. If you choose to use one of our venues, room hire and catering will be charged at our specially negotiated rates. Unless stated otherwise, travel time is included in the price.