PREFERRED TRAINING NETWORKS

MANAGING MEETINGS COURSE

The Managing Meetings Inhouse Training Course packs a lot of punch. Think of how many wasted minutes and hours occur during the stock standard meetings.

Let's pretend you're an alien named Zog just landed on planet earth in the heart of an organisation. After some time on Earth, Zog curiously asks someone how the business meeting process works, and here was the reply:

"First step, we call a meeting. People rock up with no clue as to what the meeting is about. Then we wait for everyone to show. Normally a bit of idle chatter but mostly people are on their phones. Then 20 minutes later, the meeting starts. Usually, someone says before we start "lets go back a bit". So then we begin the meeting from behind. Just as we're about to get to the starting point someone alerts us that the meeting has ran over."

Zog's response is "Beam me outta here right now! This place is stuffed!"

KEY COURSE CONTENT

- Understand what goes wrong in a meeting and why
- Develop an effective process for conducting future meetings
- Define and achieve desired outcomes
- Create levels of trust to encourage open communication
- Allow everybody to be heard and not just the usual suspects
- Ensure that meetings start on time and stay on track
- Tips and ideas to ensure the chairperson is fulfilling their role
- Bring the meeting back on track when it's heading in a different direction to the agenda
- Communicate and follow up the agreements reached and tasks delegated

Target Audience
Leaders, managers, team leaders, and employees

Duration
Available as a full-day or half-day course

Delivery
Available in-person at your organisation/venue, or virtual

Group Size
Recommended 4 to 10 participants

Takeaways & Resources
Participants receive a certificate of completion (including Continuous Professional Development hours) and opt for a free follow-up refresher course with the original trainer

GET A QUICK QUOTE
Let us know if you'd like a free, no-obligation quote for your organisation