

Making meetings work for you

The aims of this 1-day training course are to enable participants to take part effectively in meetings by:

- Listening and asking questions
- Putting their own points across clearly and confidently
- Holding productive discussions and reaching good decisions
- Dealing with disagreement
- Understanding the meetings process.

SAMPLE PROGRAMME

10.00	Introductions and aims of the day What makes a successful meeting? Organising meetings for success Agendas and minutes
11.15	Break
11.30	Communicating effectively in meetings: the building blocks
12.45	Lunch
1.15	Dynamic discussions: using disagreement, building consensus and reaching decisions
2.30	Break
2.45	Putting ideas into practice
4.00	Course review and finish