

# Conducting and Managing Effective Meetings that get Results

## Objectives

Delegates will be inspired to improve their effectiveness in all kinds of meetings. They will be able to make a point, negotiate with others and arrive at win - win situations.

Delegates will develop confidence in controlling meetings to ensure that everyone is able to participate effectively, by understanding behaviours and group needs.



## What is it about and what will it do?

This 1 day workshop is for anyone who has to lead or to run a meeting. It will be especially helpful to those new to this skill or those who feel that their meetings are not as successful as they would like

## Who is it for?

Managers who want to develop the skills needed to run people, time and cost effective meetings

## Outline content

- What makes a well-run meeting
- Different kinds of meeting
- Setting objectives
- What's on the agenda / planning and preparation
- The chair's role during and after the meeting
- The participants and their roles / how groups work
- Who is at the meeting
- Dealing with difficult people and conflict
- Working with the minute taker / the follow up

