

Managing Meeting Madness

To develop individuals as effective participants in structured meetings. To recognise the need to hold meaningful meetings that benefits all attendees, and the business.



• Learn • Apply • Change • Grow



➔ What will I learn?

- To define objectives for a meeting
- To have clear guidelines for the preparation and structure
- To understand the role of the person leading the meeting
- To use the appropriate tone & style when controlling the meeting
- How to draw a meeting to close on time, every time & achieve best outcomes
- Highlight YOUR key areas to improve on & action them straight away

➔ Content

- Types of meetings
- Defining/setting objectives
- Planning and preparation
- Effective participation
- Role of the leader
- Minutes
- Action plan

➔ Personal Development

Key skills that are developed during this course include:

- Improved organisational skills
- Improved leadership skills

➔ Who Should Attend

Anyone who attends and leads meetings.