



4D Group

Effective Business Meetings

Who would benefit?

Meetings are a fundamental tool in any successful business, however, all too frequently, both time and effort are wasted by calling and attending meetings, which are ill, prepared, have no clear objective and where attendees fail to contribute in the decision making process.

This programme aims to assist in dealing with the barriers to the effectiveness of meetings and encourage best practices which ensure meetings are successful.

The course is suitable for those running or attending meetings.

Objective

By the end of this course, you will be able to:

- How to plan & prepare meetings
- Techniques in how an effective meeting should be run
- How to get the best practical benefits from a meeting – encourage participation
- Ensure that the minutes are effectively recorded

Contents

- Assist in establishing best practice at managing effective meetings
- Emphasise the key aspects of effective preparation
- Practice running meeting
- Record the minutes of the meeting
- Develop techniques for handling effective outcomes from meetings
- Develop techniques at dealing with difficulties and conflicts arising from meetings

Duration

One Day