

EFFECTIVE MEETINGS

MAKE MEETINGS WORK FOR YOU

With staff and management spending so much time in the meetings, it is imperative that these meetings remain productive, and generate sustained results. Successful results require successful planning and management before, during, and after the meeting. That's where this workshop comes in.

Who is this course for?

This course is for all people responsible for running or participating in meetings. Its designed to give delegates the essential skills that are needed for planning, managing and participating effectively in meetings. The workshop covers all aspects of running a meeting from planning to its close.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other

workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

What will I learn on this course?

This workshop will cover:

- > The role of the chairperson
- > Planning the meetings
- > Things to do before the meeting
- > Laying the ground rules
- > The Agenda
- > Preparing your agenda
- > The importance of taking minutes
- > Controlling the meeting
- > Encouraging discussion and participation
- > Agreement building tools
- > Dealing with negative attendees
- > Knowing when to intervene
- > Enforcing process agreements
- > Maintaining of regaining focus
- > The use of humour
- > The use of body language
- > Closing the meeting

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What are the specific details?

> Duration

Half Day (3 Hours)

> Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

> Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

> Cost

£75 per person, per workshop*
* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.