

Effective Meeting Management Training

Course Overview

The goal of the course is to get you thinking about organising and delivering highly effective meetings. It will cover a variety of techniques to conduct effective meetings to gain time and increase productivity

Benefits

The course aims to:

- ✓ Explain what effective meeting management is
- ✓ Explore tips and techniques to run and be part of effective meetings
- ✓ Help develop your communication skills and efficiently conduct professional meetings
- ✓ Provide you with confidence to apply what you learn to future meetings
- ✓ Help you can deal more effectively with difficult situations and attendees

Our Approach

- Our approach starts with how we define effective meeting management and some of the common issues people experience
- The course goes on to review structuring the various phases of the meeting
- The material is based on our own experience from facilitating and leading workshops and meetings for our clients
- We also cover some of the less obvious pitfalls, including handling misunderstandings and maintaining composure and assertiveness
- The course is interactive and allows for group discussions

Format

Although there is no minimum number required, we would expect 10-15 people to attend this course to allow for group discussions and case study exercises

The course runs for half a day

Cost

Please get in touch to find out about our fee structure and to discuss the support required

About PatelMiller

PatelMiller is a business consultancy that works closely with its clients to develop their strategies and deliver their full benefit. Our team have gained their skills from working for leading consulting firms as well as the world's best retailers. Our service offering includes, Strategy, Analytics, Lean Operating Models, Programme Management, Digital and Due Diligence

Find out more:
www.patelmillier.com | enquiries@patelmiller.com

PatelMiller

What's Covered

Example

The course covers the following:

What is effective meeting management: Exploring what it is vs. what it is not!

Planning meetings: What is required pre-meeting to ensure its success

Facilitating meetings: Exploring best practice on what to do during meetings and how

Post-meeting follow up: Reviewing how a meeting went and mastering summarising techniques