

# Making Meetings Work

A one day programme designed to help managers run effective meetings, and learn the skills to organise and chair meetings

## Suitable for:

All managers and those chairing meetings

## Objectives:

- Improve the quality of internal communication
- Structure and conduct effective and motivating meetings
- Consider techniques to improve discussion groups
- Understand the role of an effective chairperson
- Action planning to improve meetings

## Programme:

- Why do need to hold meetings?
- Different types of meetings
- Quality of current meetings
- Preparing for meetings
- Agenda and minutes
- Role of chairperson
- Listening and summarising skills
- Formal meetings
- Discussion groups
- Team meetings
- Role play meetings
- Discussion and feedback

## Duration:

One day