

Welcome to Effective Meetings

Managing effective meetings is an art form itself and one that many organisations fail to achieve well, or even recognise needs work. Often, meetings lead to other meetings, sub groups, committees and other reasons not to move something forward as the organisations political and cultural character takes over and ransacks a carefully prepared agenda.

This course addresses the cost associated with meetings as well as their effectiveness and how with a degree of planning, they become a wealth generation tool for your business.

Target Audience

The course is suitable for anyone in your organisation with a responsibility for communicating cultural, business and ethics outcomes in a meeting format.

Course Breakdown

The learning explores the ideas and theories of leadership and their practical application as a wealth-generating tool in your workplace. Below are some example topics from the course

1. What makes effective meetings that give a return on investment
2. Planning a meeting and writing the agenda
3. Decision making theories and practice
4. Dealing with challenging individuals
5. Following up on successful meetings

Activities include, group exercises, discussion, artefact production and debate. The central aim is to present your employees with models for communication so they can adapt their style for your organisational objectives and goals.

Course Duration

The course runs for one day, on-site or off site according to your needs.

Business Benefits

- Effective meetings encourage good decision making with a direct result on your bottom line
- Positive collaboration enhances workplace satisfaction reducing turnover and conflict
- Eliminates unnecessary meetings and takes account of the monetary loss of the unnecessary ones