

Conducting successful meetings

Course overview

This course will help managers and leaders develop successful strategies to plan and conduct efficient and productive meetings

Objectives:

- Structure of formal and informal meetings
- Participant roles and responsibilities
- Protocol for formal meetings
- Record keeping for formal and informal meetings
- Keeping workplace meetings on time and on track
- Getting participants involved and engaged
- Strategies for leading/facilitating a productive meeting
- Keeping harmony in an environment where participants' motivations differ
- Dealing with difficult people
- Maintaining progress by understanding procedural options, including effective delegation of responsibilities
- Creative strategies to generate ideas and solve problems
- Obtain unified solution from multiple opinions

Course length: one day

Target audience:

- Team leaders or managers with responsibility for conducting meetings
- Work teams looking for strategies to conduct workplace meetings more efficiently and creatively.

For more details on how Learning Insight can help your organisation contact

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Page 1

A moment's insight is sometimes worth a life's experience.
Oliver Wendell Holmes Jr., (1841 - 1935)