



Corinium  
Training

## Managing Effective Meetings

**Duration: 1 Day Course**

### Overview

All too often time and effort is wasted by calling and attending meetings which are not well prepared, have no clear purpose and where attendees fail to participate in making decisions. This course aims to assist in dealing with those aspects that inhibit the effectiveness of meetings and emphasise the best practices that make meetings successful.

### This Course Suits

Anybody who organises or runs meetings.

### What the Delegates will gain from the Course

- How to plan & prepare meetings
- Techniques in how an effective meeting should be run
- How to ensure you achieve the meetings objective
- Tips on how to stick to the schedule and stay on topic
- How to take up a minimum amount of time
- How to get the best practical benefits from a meeting

### Course Timetable

09:30 - 10:00

Coffee & Course Objectives

10:00 - 11:00

- Planning the Meeting
  - Establish a purpose, agenda, attendees, time and place, follow-up required

11:00 - 12:00

- Running a Meeting (1)
- Exercises to establish how a meeting can and should be run

12:00 - 13:00

- Review of Exercises
- Roles of chairperson, note-taker, participants. Critical areas for success

13:00 - 14:00

- Lunch

14:00 - 15:00

- Running a Meeting (2)
- Further exercises to cover: Decision-making, Reaching a Conclusion, Obtaining commitment

15:00 - 16:00

- Dealing with Difficulties
  - Lack of Consensus, Conflicting Views, Moving the Meeting forward

16:00 - 16.30

- Establish Checklist of Best Practice

16:30

- Summary & Action Plans Agreed