



# Running Successful Meetings Training Course

# About This Course

## Running Successful Meetings Training Course



**Do you want to know how to make meetings more effective, productive and engaging?**

Our Running Successful Meetings Training Course will provide you with the skills and techniques to ensure your meetings drive actions, are engaging and don't last too long. We'll show you how to deal with conflicting styles of people and give responsibility, tackle complex issues and know how to deal with different behaviours during meetings.

This Running Successful Meetings training course is delivered as a scheduled open online training course or in-house just for your business.

We deliver the course as a face to face course and a live virtual online course.



# The Course Aim & Objectives

Here's what you will learn on our running successful meetings course



## Course Aim

This Running Successful Meetings training course will look at the skills and techniques for running successful meetings. The course will look at the role of the chairperson and the tools and approaches they can use to get the maximum benefit out of meetings and ensure meeting objectives are achieved.

## Course Objectives

By attending this Running Successful Meetings Training Course you will:

- Know how to achieve maximum performance out of meetings
- Be able to use a range of tools to deal with challenges, keep meetings on track and produce outcomes and decisions
- Know how to set clear meeting objectives and ensure they are achieved
- Manage differing styles of people during a meeting
- Generate buy-in from meeting attendees and keep meetings upbeat and positive

# The Course Content

Here's what we cover in our running successful meetings course



## Preparing for a Meeting

- What is a good meeting?
- Setting meeting objectives
- Building the agenda for the meeting
- Sending out meeting invites and generating positivity before the meeting even starts

## Roles in a Meeting

- What is the role of the chairperson in the meeting
- What is the role of the delegates in the meeting
- Ensuring all attendees understand their role and responsibilities in the meeting

## Tools and Techniques

- Understanding a range of tools to use during meetings
- Facilitation/questioning
- Edward De Bono's 6 thinking hats
- Capturing ideas and actions
- Using other resources such as slides, handouts and flips

## Differing Styles

- Personality and working styles
- How to adapt your style to communicate effectively with individuals and the group as a whole
- Using the styles to your benefit
- Dealing with conflict between the styles and different behaviours in general

## Generating a positive outlook and buy-in

- How to keep meetings upbeat and positive
- Dealing with negative delegates

## Closing Meetings

- Finalising and distributing actions
- Bringing meetings to a successful close

# Delivery Options

How we deliver our running successful meetings course

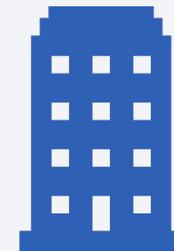


## Open Training Course

**Delivered online as a scheduled open training course**

£215.00 + VAT / €239.00

Price per delegate.



## In-House

**Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.**

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

# Open Training Course

Attend our scheduled online training course



**We deliver our running successful meetings training course as an online scheduled open training course.**

**Perfect for when there is just you, one of your colleagues or a small group of you that would like to attend the course.**

Our scheduled courses run on a regular basis and are delivered via Zoom.

You will find them just as engaging and interactive as our in-person training course.

See the course page on our website for more details and the course schedule.



# In-House Delivery

Train your team. Train your entire company



**We can deliver our running successful meetings training course just for your team or organisation.**

1

## **Start with an off-the shelf course**

We'll use the content in the overview as a starting point

2

## **Understanding your needs**

We'll work with you to agree what outcomes you want from the course

3

## **Making it yours**

We will shape the content to ensure the course meets your requirements

4

## **Delivering the skills**

We then deliver the course that we've agreed either in-person or online

## **Make it even more bespoke**

We can completely redesign the course to meet your needs. Just tell us what you need, and we can put a no obligation proposal together for you.

# Online Training Course

Fun, engaging and interactive – delivered online



**Our running successful meetings training course can be delivered as a virtual online course.**



**The same great content reimagined for the online environment.**

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere

# About Us

Here's a bit about us and what we do



## We are Revolution Learning and Development

**We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.**

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

# Let's Talk

We're here to help



If you have any questions about our running successful meetings course or would like a quote for an in-house course, then just get in touch.

## Call Us:

UK: 03333 444575

ROI: 015549779

## Email Us:

[hello@revolutionlearning.com](mailto:hello@revolutionlearning.com)

## Visit Us:

UK: <https://www.revolutionlearning.co.uk>

ROI: <https://www.revolutionlearning.ie>

EU: <https://www.revolutionlearning.com>