Revolution
Learning and Development
Course Overview

Running Successful Meetings

Course Aims

In this course we will look at the skills and techniques for running successful meetings.

The course will look at the role of the chair person and the tools and approaches they can use to get maximum benefit out of meetings and ensure meeting objectives are achieved.

By the end of the session, attendees 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

Course Content

- Preparing for meetings, setting the agenda meeting objectives
- The role of the chair person and meeting delegates
- Chairperson tools and techniques
- Dealing with differing styles in a meeting
- Managing conflicting ideas
- Generating buy-in and pushing for decisions
- Closing a meeting

Course Benefits

Meetings are only beneficial if they are effective. This course will ensure that meetings you run meet objectives and drive actions.

Who should attend?

Anyone who is responsible for running meetings at any level.

Price

This course in only available as an in-house course. Please contact us for a quote.

Session Breakdown

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, hand outs 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

Course Information

This is a **one day** training event that Revolution Learning and Development deliver as an in-house course anywhere in the UK

We can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To discuss your individual needs, email contact@revolutionlearning.net or call us on 03333 444 575.

Booking terms and conditions are available on our website.