

TEACHING 2 INSPIRE

Managing Meetings

This course is intended for anyone in a leadership role needing refreshment or taking on that first challenging post. The focus is to determine skills and qualities that need to be developed and propose working strategies to improve the effectiveness of a team. It is an ideal preparation for application processes or interview preparation.

COURSE CONTENT

Introduction: communication skills.

Purpose of meetings: when to call a meeting and alternatives, different types of meeting.

Practical tips: managing meeting time, agenda setting and order, handling team members.

Active listening: how to improve everyone's listening skills.

Hat thinking strategies: alternatives to conflict approach to decision making.

Self evaluation: ways to evaluate performance and improve meeting effectiveness.

Guidance notes are provided.

These are available as an alternative to a delivered programme.

Course Fee: £400

Materials only: £75