



Skills for Business

Running Successful Meetings

Course Description

Duration and structure

This workshop runs over one day and is a practical workshop involving theory and delegate input through group work and exercises to allow you to develop your ability to run successful and productive meetings

After this workshop delegates will be able to:

- Structure the agenda and process to get the most out of the time available
- Understand the roles people “play” in meetings
- Involve participants to improve participation and outcomes
- Improve communication during meetings
- Understand how to keep the energy high
- Understand how and when to chair or facilitate the meeting
- Follow the meeting up to ensure that outcomes are delivered

Who Should Attend?

This workshop is aimed at anyone who chairs or facilitates meetings and wants to improve their skills

What Do I Do Now?

To book a course or to get more details please complete the Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk