

How to conduct Effective Meetings

This full day workshop is suitable for anyone who would like to improve the quality of their meetings skills.

Employees benefit in several ways when a meeting is well run. Here's the good news about business meetings that fall into this category:

- Meetings are empowering.
- Meetings are a great way to communicate.
- Meetings develop work skills and leadership.
- Meetings are morale boosting.



The benefits of attending this workshop are that delegates will be able to:

- Understand the importance of a structured agenda
- Understand the importance of prioritising agenda items
- Prepare for meetings by reading the agenda, minutes of the previous meetings and preparing to contribute to the discussion on agenda items
- Agree meeting protocols
- Contribute to the meeting so that it moves the meeting forward
- Learn the importance of note taking skills

Learning Methods:

This workshop is highly participative and includes trainer input, group discussion and practical activities.

Course Materials:

Full documentation will be provided during the workshop.

Course size:

10 participants maximum

For more information contact

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