

How to Run Effective Meetings

Introduction

Does your organisation have staff meetings that would benefit from a little more structure, purpose and direction?

Our How to Run Effective Meetings training course is designed to address the major issues that prevent meetings from being as productive as they should be and help develop a system that will work for everyone. Delivered as a half-day workshop, the course is in five units that address such areas as establishing a purpose, preparation, creating an agenda, advice for the leader, meetings etiquette, assertiveness, the role of the minute taker, minute writing and post meeting requirements.

Aim

The aim of this course is to provide you with an understanding of how to run an effective meeting.

Content

1. Meeting preparation
2. Setting up the meeting room
3. Running a meeting
4. The role of the minute taker
5. Post meeting

Group Size: up to 12

Duration: Half day day

Location: Delivered at your premises

For more information, email us at info@garybedingfield.co.uk



Gary Bedingfield is a fully qualified further education trainer with 20 years industry experience and a passion for helping people reach their full potential. He started his own business, Gary Bedingfield Training, in 2009, and delivers trainer training, staff development, employability skills, IT and personal development to clients across the UK including NHS Scotland, the Ministry of Defence, CBRE, BP and many local councils.

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