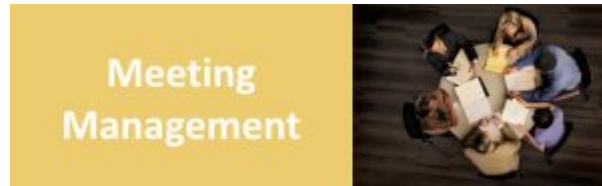


MEETING MANAGEMENT TRAINING

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COURSE LENGTH: 1.0 DAYS

Meetings can be productive and effective or a complete waste of time depending on how they are managed. This course is designed to provide managers, executive assistants and other officers with the skills to effectively manage formal, informal and e-meetings.

This Meeting Management Training Course will help you: prepare clear & concise meeting agenda, assign attendees' meeting roles & responsibilities, determine the attendees, determine the right time & place based on meeting type, learn the use of electronic options to reduce unnecessary face to face meetings, deal with disruptions and conflicts, learn the use of other meeting management tools and techniques and more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MEETING MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

A University study has shown that companies are wasting huge amounts of money on inefficient meetings. The study conducted by the University of South Australia discovered that one in three workers admitted to falling asleep in meetings while 87% said they daydream and 26% said they did other work.

Professor Terry Robbins-Jones, head of the University's School of Accounting and Information Systems says face-to-face meetings are costing businesses a whopping A\$19bn a year. "People spend well over 50% of their time working with other people - making it the single most expensive activity in the business world - and yet we know nothing about it," he said.

"Bearing in mind that collaboration - including the time spent in face-to-face meetings - probably accounts for well over half the total costs of any organisation, companies should be thinking about having a budget for it or monitoring how effectively it operates," he added. The University study found that 46% of executives felt meetings were a good use of time, while 33% felt that - at best - they were fairly productive. These figures suggest that utilising a "meeting auditor" or "collaborative advocate" could produce cost savings and increased productivity benefits.

This Meeting Management Training Course will assist participants with the appropriate meeting conventions and protocols to managing formal, informal and e-meetings. Participants will learn to apply tools and techniques in planning, participating in, and concluding successful meetings.

OUTCOMES

- ▶ Plan & prepare for meetings
- ▶ Identify the correct participants
- ▶ Gain insight into choosing the right time & place based on meeting type, attendees & necessary outcomes
- ▶ Create clear & concise meeting agendas
- ▶ Set up meeting spaces for maximum efficiency
- ▶ Learn how to incorporate electronic options for remote participants
- ▶ Define & assign meeting roles & responsibilities
- ▶ Use an agenda for meeting management garnering a desired outcome & accountability
- ▶ Chair meetings effectively by dealing with disruptions, professionally handling personality conflicts and taking meeting minutes.

MODULES

Lesson 1: Planning and Preparing - Part One

- ▶ Identifying the participants
- ▶ Choosing the time and place
- ▶ Creating the agenda

Lesson 2: Planning and Preparing - Part Two

- ▶ Gathering materials
- ▶ Sending invitations
- ▶ Making logistical arrangements

Lesson 3: Setting up the Meeting Space

- ▶ The basic essentials
- ▶ The extra touches
- ▶ Choosing a physical arrangement

Lesson 5: Meeting Roles and Responsibilities

- ▶ The chairperson
- ▶ The minute taker
- ▶ The attendees
- ▶ Variations for large and small meetings

Lesson 7: Chairing a Meeting - Part Two

- ▶ Keeping the meeting on track
- ▶ Dealing with overtime
- ▶ Holding participants accountable

Lesson 9: Taking Minutes

- ▶ What are minutes?
- ▶ What do I record?
- ▶ A take-home template
- ▶ Closing

Lesson 4: Electronic Options

- ▶ Overview of the choices available
- ▶ Things to consider
- ▶ Making a final decision

Lesson 6: Chairing a Meeting - Part One

- ▶ Getting off on the right foot
- ▶ The role of the agenda
- ▶ Using a parking lot

Lesson 8: Dealing with Disruptions

- ▶ Running in and out
- ▶ Mobile phones and pagers ringing
- ▶ Off on a tangent
- ▶ Personality conflicts

Lesson 10: Making the most of your Meeting

- ▶ The 50 minute meeting
- ▶ Using games
- ▶ Giving prizes
- ▶ Stuffed with magic

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)