

Managing Effective Meetings

Facilitate concise, meaningful and business like meetings

Ineffective meetings can feel like a waste of time. Well managed meetings can enable a team to effectively communicate to get a task done successfully and professionally.

Course Outline

Meetings are essential to communication, collaboration and decision making but all too often they are time consuming, irrelevant and badly run.

This session helps delegates to prepare, plan and then facilitate effective meetings. It focuses on the pivotal role of the chair or facilitator and shares tools and techniques to ensure that a conducive environment is created, allowing the best possible outcomes to be achieved, even if the attendees or the subjects are challenging!

By the end of this session delegates will be able to:

- Understand the planning and preparation required prior to meetings
- Understand the role and key skills of an effective chair
- Ensure that quality decision making is based on all attendees feeling able to contribute and share their knowledge, skills and experience
- Handle challenging situations and people, managing conflict and heated discussion.

Please note, cancellations received within three working days of the course, or failure to cancel, will be subject to an administration charge of £50. Cancellations can be made by calling us on 01603 303355 via SLA Online, or by emailing governorservices@educatorsolutions.org.uk

Audience

All Staff

Trainer

Suzanne Walker

Date

15/11/2018

Time

13.30 pm–16.30 pm

A free lunch is provided if you book training sessions in the morning and afternoon on the same day or attend an all-day session.

Venue

George Hotel, Station Road, Swaffham, Norfolk, PE37 7LJ

Cost

Free to subscribing schools
£140 per delegate to non subscribing schools

Course Ref

GOV-1118-T028



For more information and to make a booking
www.educatorsolutions.org.uk
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