

thevenworks

EFFECTIVE MEETINGS



Your introduction to our Leadership
and Management training courses,
workshops & seminars

EFFECTIVE MEETINGS

INTRODUCTION



Thanks for downloading this information booklet — it's one of a series covering the wide range of management and leadership subjects we offer. Here, you'll find details of the objectives and programmes for this specific area

However, this is simply a guide — I'll be delighted to meet your company or organisation's defined objectives and needs — for example, by combining several key topics into a single workshop or full-length course

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OBJECTIVES

To provide tips and guidelines to help Delegates participate in effective meetings either as the leader or as a member - whether internally or representing your company in an external event



- Introduction to seminar
- Reasons for holding - or not holding - a meeting
- When & why to hold "specific" meetings
- The functions and frequency of meetings
- Countering or avoiding typical meetings problems
- Preparing an effective environment and agenda
- Considering attendees, processes and timing
- Becoming an effective meeting leader
- Creating powerful minutes
- Running ideas and informal meetings
- How to be an effective meeting participant
- Dealing with "difficult people & situations" during meetings
- Developing meeting groups
- Making the most of your meetings
- Seminar conclusion

PROGRAMME