

## Running Successful Meetings



**Practical techniques for running productive, positive and inspiring meetings**

### Who is it for?

This workshop is for those who chair or lead meetings but it is of benefit to anyone who would like to manage meetings better.

### Overview

Meetings are an essential part of business life and are a way of sharing information, solving problems and making key decisions, but they can take up hours of staff time and cost your organisation thousands of pounds.

Unfortunately they are often unproductive, time wasting and frustrating for those who attend. This workshop will provide you with the knowledge and skills to run well organised and productive meetings that produce results!

### Workshop Objectives

- Define the aims and objectives of the meeting.
- Identify the principles of an effective meeting.
- Create the right environment and establishing ground rules.
- Techniques to manage challenging behaviour.
- Generating ideas/facilitating discussion and participation.
- Making decisions, taking notes and allocating action required.

### Investment

Total investment for this one day workshop is £140 per person. Alternatively, this workshop can be delivered internally to your organisation for a total investment of £1154. Based on a group size of ten persons, this reflects an investment of £115 per person. This cost includes all relevant materials but excludes any costs associated with the venue.

### Ilm Accreditation (optional)

For an additional investment of £59.00 per person, and on successful completion of this workshop and associated action plan, the Institute of Leadership and Management (ilm) will acknowledge the participant through the Development Award and twelve months ilm membership which includes access to online support materials, study guides and career development support.