

EDI National Award Making Meetings Work Level 2

Aim of the Workshop

The aim of this workshop is to provide those attending with a code of conduct and the necessary knowledge and skills to participate effectively in meetings. It enables those attending to state the different purposes of meetings and to recognize how meetings can assist effective communication within an organization, delegates will also be able to identify the common problems that occur in meetings. The skills and knowledge gained will allow those attending to use a code of conduct to chair and to participate in meetings effectively, they will also be able to prepare for meetings quickly and effectively.

Workshop objectives

By the end of this workshop those attending will have an understanding of:

- How to prepare for meetings effectively
- How to participate effectively in a meeting
- The important factors that need to be followed to run effective meetings

Workshop content

- The reasons for conducting meetings
- The reasons why meetings fail
- Recognising common pitfalls and preparing to prevent them happening
- How to prepare for a meeting and using a checklist
- Chairing and participating in a meeting
- Handling difficult situations
- Identifying and recording action points
- The importance of accurate minute taking
- The importance of interpersonal skills in meetings
- Factors which affect group behaviour in meetings

Workshop attendees

This workshop is for managers, supervisors, team leaders and personnel who are required to chair or participate in meetings

Workshop duration

This workshop is of 1-days duration

Workshop fee

£147 per person includes course manual

For more information contact us at info@the-complete-training-company.co.uk

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