



RUNNING SUCCESSFUL MEETINGS

On average, meetings account for between 20 - 25% of work time, and are often very important points in the life of the company. When meetings go well, they are an excellent way to share issues, motivate teams, find effective solutions and support change. To achieve all of this, there are some basic rules that the best meeting leaders adhere to. These rules concern methods that are both straightforward and extremely effective. It is these methods that we are going to show you. By applying them, you will give a major boost to the effectiveness of your meetings.

This programme is designed for:

- operational managers /
- line managers
- project managers
- anyone who has to run meetings

At the end of this course you should be able to:

- prepare a meeting according to your goals
- run a meeting so that the plan fits your goals, by allocating roles, acting as a facilitator, and encouraging the group to make decisions and agree on the next steps
- run difficult meetings according to current concerns: selling a change initiative, brainstorming, etc.

The communication certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

your meetings will be more productive
you'll find solutions to problems more quickly
you'll develop your leadership skills

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

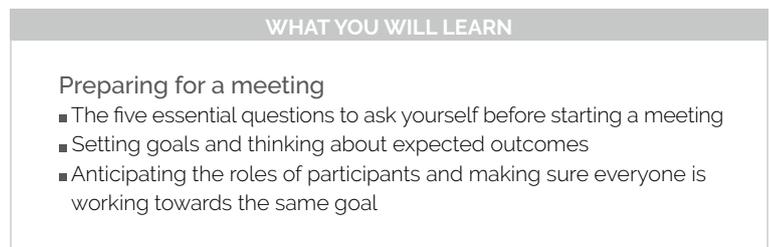
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



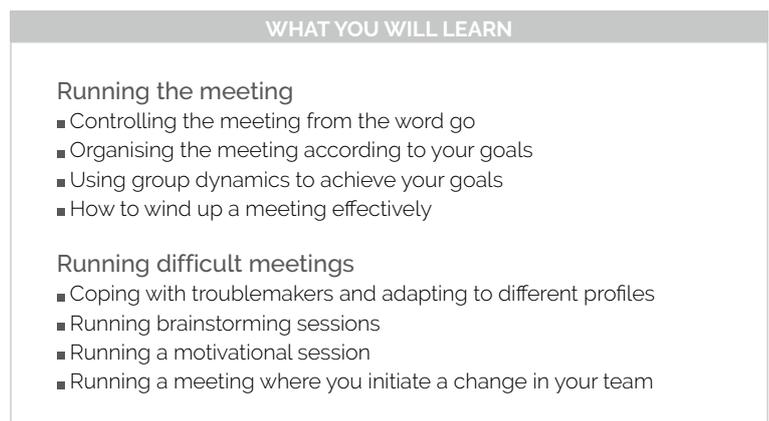
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

