

Not another meeting!

Making Meetings Effective

Overview

To enable participants to understand the importance of effective meetings

Who is it for?

Any group that participates in regular meetings and feels that they could be more effective. Management Committees benefit from this in particular as meetings form such a significant part of the Committee Member's role

Outcomes

By the end of the session participants will:

- Understand the purpose of meetings
- Understand behaviour and roles and use this information to make the meeting more effective
- Understand the need for an effective agenda and the use of action minutes

Length of Session

This session is designed to take 1½ to 2 hours



INVESTOR IN PEOPLE