

Talking Shop

How to get the most out of meetings.

Overview

Sometimes it feels as though meetings have taken over our working life – we seem to attend so many, we don't have time to actually do our work! This workshop will look at ways in which each of us can manage and attend meetings to make sure they are efficient and effective.

Who is it for?

Anyone who attends or chairs meetings.

Outcomes

At the end of the workshop participants, whether they are the Chair or a participant, will:

- have the tools to help them manage better meetings
- understand how meetings can be made more effective

Format

This workshop can be delivered over one day or two half-day sessions.



INVESTOR IN PEOPLE