



Chairing and managing meetings

Course Aim

Our aim is to equip you with the skills to organise and manage effective and efficient meetings. This includes the skills necessary to manage difficult situations and difficult people.

Topics Covered

Explore the secrets of organising, structuring and chairing highly effective and productive meetings. Greatly enhance your current chairing skills and develop new strategies to engender and nurture positive contributions during meetings. Find out how to manage and neutralise negative behaviours and handle difficult people; in short - how to keep control!

Key Learning

You will learn a technique to help you evaluate the benefits of attending the meetings currently in your diary - and whether you should or should not attend! There will be an opportunity to greatly enhance your personal communication skills and your ability to influence and persuade others. You will be able to use these skills in all aspects of your work.

We will introduce you to powerful new communications strategies such as Transactional Analysis and Preferred Communication Channels which will help you understand more about how people communicate with each other and why a lot of communication goes wrong!

There is a session on how to engage others at the meeting and how to handle questions.

Course Objectives

- Organise, chair, and manage meetings that are concise, speedy and productive
- Improve your personal communication and influencing skills
- Vastly improve the effectiveness of the meetings culture within your business

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