

# Productive Meetings

## Duration

4 hours

## Course Objective

This course has been developed to help you prepare and facilitate more productive meetings as well as tips to ensure the outcomes of your meetings are actioned.

## Who Should Attend / Target Audience

Managers, supervisors, team leaders or anyone required to plan and facilitate business meetings.

## Learning Outcomes

- Tips to determine if a meeting is really necessary.
- Understand the different roles and responsibilities of key players in the meeting and how this impacts your success.
- Improved facilitation techniques to improve productivity in meetings and increase attendee participation to achieve the required outcomes.
- Understand the different types of meetings when to use each type.
- Avoid the common meeting pitfalls.

## Course Content

**Why hold a meeting?**

**Types of meetings**

**Seven deadly sins in meetings**

**Roles & responsibilities**

**Leader self-evaluation**

**Facilitation techniques**

**Problems in meetings**

## Availability

In House  Closed Group  Public

Version: 30/3/10