



# *Meetings that Work*

1 day training programme



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## Target

Managers, professional and senior administration staff

## Outline

Meetings are an essential part of business life. They bring us together to share information, solve problems and assist in the decision making process. However, many are ineffective, too long and don't reach the outcomes required. Whether you are planning, facilitating, or simply attending, this programme provides valuable strategic skills to enhance a meeting's effectiveness. It provides tools and techniques to increase action and satisfaction with meetings, increase participation and reduce time required.

## Objective

The objective of this programme is to enhance the effectiveness of people responsible for conducting meetings of all types.

## Learning Outcomes

At the end of this programme participants will be able to:

- Understand the role of Chairperson/Facilitator
- Define the purpose of a meeting
- Structure an effective agenda
- Understand group behaviour
- Encourage participation
- Achieve consensus and commitment
- Deal with difficult situations
- Prepare effective minutes and action plans

## Content

- Preparing effectively for meetings
- Structuring an agenda
- Facilitating / Chairing a meeting
- Stimulating participant's contributions
- Anticipating and managing conflict
- Using appropriate communication techniques
- How to prepare meeting minutes

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## shrc limited

As a provider of quality training programmes, shrc guarantee experienced facilitators and tailored content coupled with practical-oriented sessions. Other popular programmes include: Attendance / Absence Management; Competency-based Interviewing; Employment Law Practice; Management Skills; PMDS for Line Managers.

## Methodology

The training methods and techniques employed during all programmes will be based on best practice in adult learning.

The methods used include:

- Short lectures - to impart required background information / knowledge.
- Facilitated discussions - to allow for open debate, airing concerns and enhanced participation.
- Case studies - to assist with the practical application of learning.
- Role-plays - to gain experience of using the acquired skills.

## Benefits of in-house programmes

- Customisation - tailored to meet your specific training requirements.
- Flexible - where and when you want.
- Cost effective - no travel, no days away, no unrelated expenses.
- Low cost per person - even with small numbers.
- Consistent message throughout your organisation.

## Contact us

- To find out more about this programme or any other programmes we have on offer.
- To discuss your current or future training requirements.
- To learn more about our training approach and facilitators.
- Contact Ann at 01-2974070 or email [ann@shrc.ie](mailto:ann@shrc.ie).

