

# GO.COURSES



**Courses and instructors  
to develop your potential.**

Live online or face to face.

# Managing Meetings

Meetings do not always enjoy a particularly good reputation.

In many organisations they are notorious timewasters and are often unproductive.

The person leading the meeting can influence that reputation and ensure that meetings are productive and rewarding for the participants.

This 3 hour training course is aimed at developing the skills of those people in your organisation that need to lead meetings.

## What will I learn?

### LESSON 1

Consider whether a meeting is always the most appropriate means of communication.

### LESSON 2

Provide focus for their meetings through the use of effective objectives and agendas.

### LESSON 3

Control their meetings to ensure they are effective.

### LESSON 4

Ensure that agreed actions are assigned and recorded.


### LESSON 5

Close their meetings effectively.

## Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

## Interested?

-  Call us: 01225 308979
-  Email us: [info@go.courses](mailto:info@go.courses)