

Mentoring in the workplace Workshop – 1 Day

Meetings are windows on the soul of business: they reveal the quality of its management. Well-organized, well-conducted meetings bespeak an effective organisation. Meetings afflicted with sloppy planning, flimsy agendas, and fuzzy expectations indicate a not-so-effective one.

Workshop Aim:

This one-day meeting workshop helps people to understand their role and the best techniques for getting the most out of meetings

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What you will take away from the Workshop:

To recognise the essential qualities of productive meetings

- Planning and managing meetings effectively
- Presenting information
- Chairing skills
- Managing participation

Workshop content:

- Types and characteristics of meetings
- Objective Setting
- Planning Agendas
- Determining and information participants
- Effective Chairperson
- Managing participants

Pre-course Activity

To gain the maximum benefit from the course, you will be sent an activity to complete which asks you to consider your experiences of meetings. This will help you set the context of the course and will be used in the training as part of the course activities.



For information and support

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