

Running effective meetings

Synopsis

A practical session to address the recurring problems with meetings. They take too long and they don't produce results. A course to transform the way you plan and run and follow-up your meetings.

Duration

1 - 3 hours

Format

A practical session that can be run as a high paced hour of excellent tips to a three hour session with an opportunity to prepare for specific types of meeting and practise minute taking.

Delegates

Lawyers

This session can also be adapted for support staff

Maximum 20 per course

Outcomes

As a result of attending the course, you will be able to:

- identify clearly what is not working
- use practical techniques to put things right
- prepare an effective agenda
- run a productive meeting
- deliver appropriate minutes on a timely basis
- hold meetings that result in actions

Content

- Specific criteria for your meetings
- Do you need to meet?
- Ground rules
- Objectives & structure
- Who's in charge?
- Decision making
- Dealing with the difficult stuff
- Client meetings, pitches and tenders
- Review