

Contributing to meetings

Synopsis

Ensure time spent in meetings is effective.

The focus is on good preparation, effective contributions and making sure actions are actually carried out. This session is equally useful for paralegals involved in internal or client facing meetings.

Duration

1 to 3 hours

Format

The course uses quizzes, exercises and case studies to ensure the training is interactive and engaging.

Practical from start to finish the course gives lots of options for addressing common problems.

Delegates

Paralegals, professional support lawyers and support staff

Maximum 20 per course

Outcomes

As a result of attending the session you will:

- examine what stops meetings being effective
- use practical techniques to put things right
- get the planning and preparation right
- consider the key elements of an effective agenda
- analyse a productive meeting
- understand the responsibility of the minute taker
- contribute to meetings that result in actions

Content

- The importance of planning and preparation
- Ground rules for good behaviours
- Dealing with the difficult stuff
- Reducing the cost of unproductive meetings
- Taking minutes
- Writing up effective minutes