



MANAGING MEETINGS

Course Number
SC0420

Time Required
60 minutes

Assessment
Formal (multiple choice)

Approvals
CPD

I think everyone would agree that poorly called or run meetings waste valuable time for any organisation. This course will show you how to run meetings effectively and improve your ability to instigate actions that are quick and efficient.

Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

The course starts with some basic definitions and statistics that outline how important running meetings effectively can be.

It examines factors that make meetings great, and some practical steps you can take to ensure everything runs smoothly and successful outcomes are achieved. It also covers some of the ways you can handle any problems that may arise.

Finally, it looks at different decision-making approaches you can use and finishes off with some notes on keeping a learning log to help you learn and grow, ultimately becoming a more confident and effective participant or chairperson.

Suitable for:

Care, Education
and Commercial



Modules:

- The Basics
- Planning
- Preparing an Agenda
- Problems and How to Deal With Them
- Techniques for Resolving Conflict
- Making Decisions