

## **Managing Meetings (Virtual and/or In-person)**

This programme has been written for senior officers and managers whose role involves coordinating or conducting meetings and who want to make the best use of the time spent in meetings.

The session can be focused on in-person, hybrid or virtual, depending on participant needs.

### **Programme objectives**

By the end of this programme, delegates will be able to:

1. Identify the role and skills of chairing
2. Prepare and plan for a meeting
3. Chair meetings appropriately and in a time-effective manner
4. Handle conflict in a confident and constructive way
5. Encourage contribution from quieter group members and control more talkative people
6. Present information confidently and clearly.

### **Further information**

The course examines the stages involved in making meetings interesting, controlled and time-effective. The programme highlights the need for constructive and strong leadership within a meeting. The dynamics of meetings are also explored during the event.

**Duration:** Half day overview or comprehensive one day programme