



Effective Meetings:

Duration: 3 hrs

Learning Aims

- **Planning and Organising Meetings**
 - Understanding their purpose
 - Who should attend
 - What do you need to prepare
 - Timeliness and avoiding time stealers
- **Understand different types of meetings and their suitability for different purposes**
 - Review different types of meetings and their purpose
 - Review and critically assess the current structured call process including the necessity of it, the process, the outcomes and how they are handled
- **Understand how to prepare effectively for a meeting**
 - What to plan in advance
 - Scheduling actions
 - what information or resources do you need
- **Be able to develop own performance in managing meetings**
 - Critically assess your own behaviour and effectiveness in meetings
- **Minutes of meetings and necessary record keeping**
 - How to take minutes and what records to keep
 - Critically review own ability vs. necessary minute taking and record keeping for structured call process
- **Be able to follow up and effectively manage actions from meetings**
 - Planning actions, recognising deadlines