

Running Effective Meetings

ACHIEVE THROUGH PEOPLE

WHO SHOULD ATTEND:

- Supervisory level and above
- Project leads
- People overlooking others for an imminent mission

LEARNING OUTCOME:

Attendees will learn how to call in for meetings only when necessary, run and facilitate meetings, make most of the allocated time and follow up on actions and activities if any.

TRAINING OUTLINE:

- Characteristics and success factors
- Cycle of effective meetings
 - Before
 - During
 - After
- Meetings facilitation techniques
- The 4 Ps of team briefing

Attendees

12 - 14

Duration

1 day