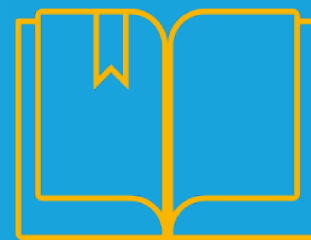


Running effective meetings



Course for companies

Live online

In person

**Who is it for?**

Suitable for both experienced facilitators and newcomers to chairing or organising work meetings.

Delivery

Live online or in person.

Participant numbers

From four people up to your whole organisation. We train in groups of no more than ten to make sure everyone gets individual attention.

Course length

Half a day or a whole day, depending on content. A whole day can be split into two sessions if delivered online or run back-to-back in person.

Pricing

Cost varies depending on numbers. Please get in touch to talk about your group:

+44 (0)1273 732 888**info@emphasis.co.uk**

Use AI to build real, human intelligence

With your permission, we can show learners how to use AI tools to enhance the skills taught in this course.

We focus on using the technology intelligently and critically. Learners discover how to combine AI's efficiency with essential human skills, enabling them not just to work more quickly but to think clearly and communicate more confidently.



The true cost of poor meetings

Most of us spend much of our working lives in meetings.

When they work well, they move everyone forward. They help us share information, solve problems, make decisions and agree actions. But when they don't, they can quickly become a source of frustration.

Poor meetings waste more than just time. They delay decisions, create confusion and slow or even block progress.

Whether they're in person or online, bad meetings tend to suffer from at least one of several common problems. Perhaps the purpose is unclear or the discussion drifts off topic. Key people may fail to contribute, while others dominate. Or no one is certain about what's supposed to happen next.

The good news is that it doesn't have to be that way.

The tools to fix them

Learning a range of simple techniques can make a huge difference. Together, these ensure not just that meetings go well but that they achieve far more than any one person could on their own. This course empowers learners with all these tools, so they can finally make meetings work.



'Engaging, well paced ... The interactive nature ensured we maintained interest.'

Claudia van den Heuvel
PricewaterhouseCoopers (PwC)

About the course

This course will teach learners a range of practical (yet often overlooked) methods for overcoming all the most common blockers to successful meetings. It covers everything from planning and agenda-setting to chairing discussions and maintaining momentum afterwards.

It will enable them to run meetings that are focused, productive and well worth everyone's time.

Sample learning objectives and course outline

All our in-house courses are tailored to the client's needs. But typically, learners will discover how to:

- ◆ decide when and when not to meet
- ◆ set objectives for progress and an agenda that works
- ◆ choose the right structure
- ◆ maximise attendance
- ◆ address the most common meeting challenges
- ◆ encourage contributions and build inclusivity
- ◆ move meetings forward
- ◆ keep to time
- ◆ continue the conversation and drive action afterwards.

Part 1

Before the meeting

To meet or not to meet? When meetings should be an email (or phone call)

Building an agenda that works

Long enough, but no more (setting the right time)

Deciding who should attend

Writing invitations that encourage attendance

Priming participants for success

During the meeting

Addressing common challenges

- ◆ Starting on time
- ◆ Agreeing a common purpose

Part 2

During the meeting (continued)

Addressing common challenges

- ◆ Maintaining continuity across multiple meetings
- ◆ Avoiding rabbit holes
- ◆ Ensuring no one person dominates the discussion
- ◆ Drawing out ideas and encouraging contribution
- ◆ Making group decisions
- ◆ Keeping to time.

After the meeting

Writing accurate notes that capture the essence

Confirming what was decided (or not)

Maintaining momentum



What does the programme include?

This is a practical, lively programme that practises what it preaches, ensuring that learners come away with the skills and motivation they need to make all their meetings more effective.

All our experts are seasoned professionals who have tackled every kind of communication in real work situations.

The course itself will be as unique as your organisation. We'll work with you to help identify and pull out the material that matters to you, your colleagues and your clients. And we'll incorporate real-life examples of your communication, to make the training materials and exercises genuinely relevant to your team.



A blended approach for lasting learning

Your team will learn a lot on this intensive course. But changing habits and building skills takes time and practice. So you have the option of combining this training with other elements for even better results and lasting change. You could choose to run a **coaching clinic**: a follow-up day of individual coaching sessions that reinforce the training and target any ongoing problem areas. Or you could complement the training with **targeted seminars**, bespoke webinars or e-learning.

Individual analysis and feedback

Opt for individual analysis of each learners' communication plus one-to-one feedback with the expert trainer, to ensure that each participant can apply what they've learned to their own work

Coaching clinics

Follow-up Individual coaching sessions enable the trainer to check that learners have been able to apply the course's techniques to their work and fill any remaining gaps in their knowledge.

Trusted by over 1,000 organisations worldwide, including:



Get in touch to discuss
your communication course today

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Email: info@emphasis.co.uk