



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



**Effective Meeting Skills**

LPD004

## Effective Meeting Skills

This programme is available In-House and currently delivered through virtual classroom training.

We all know that meetings are a valuable and necessary way to collaborate and draw on the best of what all employees can offer to progress the aims and objectives of the organisation. Using this time in the most efficient way possible is a critical business skill.

Recent surveys of office employees determined that on average four hours of their working time per week was spent in meetings. This figure doubled for managers and supervisors. They all estimated that over half this time was unproductive and wasted.

In our programme we will show you how to build the skills necessary to ensure that all meetings you lead are productive, effective and get the best from all those who participate.

## Duration & Price

Duration: 0.5-1 day

Delivery mode: This programme is available In-Company

## Dates & Locations

*In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.*

## In-Company Training

Please [contact us](#) for more information on our In-Company training options

## What's covered?

- Key Principles and best practise when it comes to managing meetings
- How to begin with purpose and contracting with participants for success
- How to set realistic agendas which keep engagement and focus
- Which roles are key to ensuring effective contributions and productivity
- How to encourage open discussion for more participation and commitment
- How to manage situations and behaviour which can disrupt and create disharmony
- How to summarise and close effectively ensuring actions are allocated and commitments made

## Who should participate?

Anyone interested in understanding or improving their own or others participation in or management of meetings.

## What will I learn?

Participants achieve the following learning outcomes from the programme;

- Understand the key skills and techniques required to manage meetings effectively
- Identify and understand those key roles which make up effective meetings and how to ensure these contribute to good meeting process and output
- Recognise the situations and behaviours which can undermine successful meetings and understand and practise how best to deal with these
- Consider and reflect on your individual development and action plans required to ensure successful meeting process and outputs

## How do we train and support you?

Building on over 30 years' experience in human resource learning and development; the Tutor utilizes an experiential learning approach to their programmes. This methodology of learning provides an opportunity for learners to engage with, experience and apply the learning in a practical way and also provides the opportunity for learners to receive feedback on their newly applied skills. The opportunity is also provided to learners to reflect on the full learning experience and how this might be of value to them in the achievement of their learning goals.

To assist and continue with skills development, we facilitate via email a post learning reflective practice utilising skills practice sessions recorded during the course. This assists delegates in embedding new learning, gives further support and enables them to define any further actions required.

This programme offers one to one or group coaching as an additional element to further support the delegate and embed the learning process.

Tutors



Gina Ryan  
[View Profile](#)

## What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



[Click Here](https://www.coursecheck.com)



SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

#### LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

- Lean Six Sigma
- Join our Lean Six Sigma Network
- Continual Process Improvement
- Project & Programme Management

#### COMPLIANCE, STANDARDS & AUDITING

- Quality
- Environment & Energy Management
- Health & Safety
- Food Safety
- Life Sciences
- Laboratory
- Integrated Management Systems

#### LEADERSHIP & PERSONAL DEVELOPMENT

- Leadership & Personal Development
- Train the Trainer



SQT Training Ltd. | T: +353 61 339040 | E: [info@sqt-training.com](mailto:info@sqt-training.com)  
W: [sqt-training.com](http://sqt-training.com)



Please follow us on social media for relevant news, events and updates