

Managing 'Positive' Meetings

Quaestus Consulting

TRAINING CLUB



Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

Join Training Club and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website www.quaestus.co.uk or call Linda Wilkinson on 01752 300192 now.

Successful completion of this 1-day workshop will give you 6 hours of CPD points accredited by the Solicitors Regulation Authority.

Overall Objective(s)

To enable delegates to structure and manage 'POSITIVE' meetings that are cost effective and boost decision making.

Who Should Attend?

Anyone who wants to improve their overall approach to both running and attending meetings to ensure that the outcome is time well spent and positive for all participants. This course is suitable for all levels.

Learning Outcomes

Centred around the mnemonic '**POSITIVE**', at the end of the course participants will be able to:

- Understand the importance of holding a meeting and the need to consider alternative communication methods (**Purpose**)
- Bring a more structured approach to their meetings by setting **Objectives** and considering outputs
- Develop a strategy and structure for how to run their meetings (**Structure**)
- Consider the **Inputs** required and from whom
- Understand the importance of time constraints both in terms of running to time and absorbing the time of others (**Time management**)
- Ensure all participants can be **Involved**
- Focus on the value of meetings and the cost implications (**Value**)
- Understand the importance of **Evaluating** the effectiveness of a meeting.

Course Dates

23 February 2010 – Basepoint Centre, Exeter
23 November 2010 – Plymouth Novotel

Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour for lunch.

How to Book

Either on-line at www.quaestus.co.uk or Telephone: Linda Wilkinson on 01752 300192

Course Content

Course content will include:

- Being ruthless – do you really need a meeting?
- The importance of having a clear SMART objective that focuses on the output of the meeting
- How to produce an action orientated agenda and effective concise minutes
- Identifying attendees – who do you want, why and what do they need to prepare
- Managing the group dynamics
- Maintaining focus
- Decision making
- The importance of time management
- Why and how to evaluate

Course Design and Methodology

The day will be a combination of:

- Lecturer input
- Group discussions
- Question and answer session
- Practice sessions
- Small group and one-to-one working

Pre-Work

This will include reflecting on current practices and style and on one's own strengths and weaknesses. It will also involve identifying any in-house conventions/styles which must be followed.

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 1-day workshops is £250 (+ VAT).

(Cost includes refreshments, lunch and delegate materials).

The Trainer – Diane Whelan

Diane has a wealth of experience gained from roles both in management and training and development across a broad range of industries.

A graduate of the Universities of Hertfordshire, Thames Valley and Lancaster, Diane gained postgraduate qualifications in business and training management, and a Masters Degree in Management Learning. She is also a licensed practitioner of Myers Briggs and Belbin Interplace.

Diane is astutely business focused and has an ability to seek creative and flexible solutions to organisational and individual learning needs alike. She believes that delegates need to be involved, challenged but also have fun for training and development to be effective and is passionate about ensuring the transfer of learning to the workplace.

Diane lives in Wiltshire with her husband and two young daughters.

Other courses offered by Quaestus Training Club:

2-day events

Effectiveness at Work
Influencing & Negotiating Skills
Interviewing Skills
Leadership Skills
Presentation Skills
Problem Solving & Decision Making
Project Management
Report Writing Skills

1-day events

Assertiveness Skills
Time Management Skills
and look out for our other 'Specials'....

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