

# 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](http://www.quaestus.co.uk) or call Linda Wilkinson on 01752 300192 now.

*"A meeting without an agenda is like a journey without a map."*

Steve Kay  
Professor

### 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

Please refer to latest schedule.

### Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break for lunch.

### How to Book

Either on-line at [www.quaestus.co.uk](http://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 1:1 working

### Pre-Work

This will include:

- Reflecting on current practices and style and on one's own strengths and weaknesses
- Identifying any in-house conventions/styles which must be followed.

All available via our new on line training platform.

Members will use their membership entitlement accordingly.

**For Non Members, the Pay As You Go cost for individual 1-day workshops is £260 (+ VAT).**

(Cost includes refreshments, lunch and delegate materials).

### Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.



### Other courses offered by Quaestus Training Club:

#### 2-day events

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'....