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Managing Effective Team Meetings

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Managing Effective Team Meetings

Duration

1 day

Overview

This programme is designed to build on the managers chairing responsibilities as head of a team and to utilise time at meetings to greater effect.

“All I do is go to meetings all day” – the modern management cry A straw poll of managers reveals, endless meetings, inappropriate attendees, uncontrolled ramblings, indecision and mismanagement – sound familiar? This programme teaches managers the skills to make their meeting relevant, content specific, decisive and targeted.

Objectives

At the end of this event delegates will be able to:

- Plan effective team meetings
- Conduct effective meetings
- List two major types of meetings
- List the benefits of being an effective Chairperson
- Describe the main components of a meeting
- List the key objectives in conducting team meetings
- Demonstrate techniques to achieve key objectives in conducting team meetings

Agenda

- The benefits of team communication
- The structure of a meeting - managing the agenda
- The role of a Chairperson
- The importance of preparation
- Different types of meetings
- Group behaviour at meetings
- Conducting a team meeting scenario role plays
- The purpose of minutes
- Measuring actions
- Summary and close



Further Information

Knowledge Level

First Line and Middle Line Managers