



for more information call
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BACK **Making Meetings Effective**

Understanding the Dynamics of Meetings

By understanding what is happening in a meeting, the meeting can be made more effective through techniques designed to take advantage of the natural strengths of the group.

Benefits

This course will explore in detail the dynamics of meetings, why some meetings succeed and why others waste time and energy. Participants will:

- Understand the dynamics of meetings and learn techniques to keep a meeting focused
- Learn and realise the impact behaviour and language have on the outcome of a meeting
- Develop a list of DOs and DON'Ts for meetings

Content

Participants will get the opportunity to plan and run a meeting, to practice using tools and techniques to keep the meeting focused and to ensure fair participation without allowing any individual to dominate.

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