

TRAINING

Running and Managing EFFECTIVE MEETINGS

Course Objectives

- Provide participants with the skills to plan, conduct, and manage effective meetings.
- Learn how to set clear objectives and create structured agendas.
- Manage multi-site (remote) meetings.
- Know how to take notes, manage time, and follow up on action items.
- The course includes interactive group sessions, practical exercises, and provides different meeting templates (Team Meeting, 1:1, Performance Meeting etc.).

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Course Learnings and Outcomes

- Understand the purpose of the meeting you want to hold.
- Learn how to hold meeting participants accountable.
- Understand how to use the meeting to brainstorm and problem-solve.
- Ensure meetings are effective and don't repeat the same agendas over and over.
- Know how to track and monitor work progress through action items.
- Be confident in managing dominant personalities in meetings.

Course Topics

- Types of meetings (status updates, brainstorming, decision-making, etc.).
- Developing agendas, preparing materials.
- Virtual Meeting Management.
- The role of the meeting facilitator/note taker etc.
- Operational (day to day) v Performance Meetings
- Recording decisions and action items.
- Creating and distributing meeting minutes.
- Tracking action items and deadlines .
- Meeting follow up and accountability.

Course Duration

- One Day Course (in person)

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