

## COMMUNICATION SKILLS FOR MEETINGS

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Meetings are a central part of daily business life. They are often less successful than they should be due to poor meeting management and the input of attendees.

The objectives of this course are:-

- To ensure participants understand and practice the fundamentals of good communication skills in meetings
- To examine the practices essential to good meeting management
- To explore how to make the right impact at meetings

### Course Programme

- Introduction and objectives
- Meetings
  - o What are they for
  - o What makes a successful meeting
  - o Roles within meetings
- Meetings Strategies
  - o Planning a meeting strategy
  - o Gaining commitment to your strategy
- The Agenda and the Minutes
- Dealing with “difficult” attendees
- Making a proposal - being persuasive
- Making an impact - using voice and body language effectively
- Listening skills

Through a combination of practical work and discussion, this course will increase the confidence of the participants so that they can get the most out of meetings, whether they be chairing or attending. Delegates will take part in meeting exercises taking different roles to explore the methods for meetings to be more successful.

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### Delegate comments

“An excellent, purposeful and entertaining course”

“The trainer was brilliant and really gave us confidence”

**In-house Course:**  
(approx 10 delegates)  
£2,500 + VAT  
plus tutor/venue expenses  
where applicable

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