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Title of course Facilitating effective meetings
Duration of course 1 day
Start and end time 9:30 – 16:30

Introduction

Meetings are vital for management and communication. Properly run meetings save time, increase motivation, productivity, and solve problems. Presentations skills and public speaking skills are very useful in many aspects of work and life. Developing the confidence and capability to give good presentations, and to stand up in front of an audience and speak well, are also extremely helpful competencies for self-development too.

Intended for:

This course is designed for people who need to run or attend effective meetings or presentations and to recognise and understand interaction between people with different behavioural types.

Course content:

Understanding behavioural styles

- The Eight Behaviour types
- Understanding personality types

Assertiveness and self-confidence

- Improve and develop self-confidence and assertiveness
- Assertiveness and self-confidence methods and techniques
- Anticipate other people's behaviour and prepare your responses
- Prepare and use good open questions

Running effective meetings

- Plan and running effective meetings
- Factors affecting how best to run meetings
- Meetings - basic rules
- Meeting priorities
- Meeting outcomes
- Meeting planner checklist
- Meeting agenda

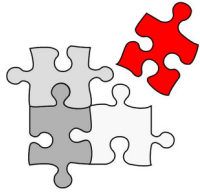
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For more information please contact: training@ays-ltd.co.uk

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Controlling the meeting

- Meetings notes or meetings minutes
- Mediation and running mediation meetings
- Strategic planning, goal setting meetings

Self-Presentation

- First impressions
- Impression management theory
- Basic factors influencing impression management
- People as vehicles
- What is its ecology - (interactions between people and their surroundings)
- Self handicapping and self monitoring
- Typology
- High versus Low Self-Monitors

Outcomes:

Delegates will be able to:

- ◆ recognise various behavioural styles
- ◆ improve self-confidence and assertiveness
- ◆ understand how to plan a successful meeting or presentation
- ◆ control a meeting or presentation
- ◆ understand the perceptions of other people about a person including oneself

Previous experience required: None

Number of delegates: Min 4 – Max 10

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