



Meeting Planning and Preparation

Introduction

Do people look forward to the meetings you lead or see them as a pleasant waste of time? Are you aware that there are processes and procedures required before you can lead a successful meeting. Learn how to create clear and smart goals to achieve your objectives.



Audience

Managers and team leaders

Objectives

This course will enable you to:

- Be able to get a meeting off on the right track
- Set realistic, action-focused meeting objectives
- Invite the right people
- Plan the agenda to support the objectives
- Book a suitable venue
- Distribute the meeting information
- Plan how to facilitate everyone's participation
- Arm yourself with appropriate tools and techniques

Modules

This course contains the following modules:

Module name

Preparing to Lead a Meeting

Content

Here are a few topics covered in this course:

- Learn to create clear and smart objectives for your meeting
- Learn to create an engaging agenda that would help you achieve your objectives

