

PREPARING FOR SUCCESSFUL MEETINGS AND BRIEFINGS

<i>Course Code(s)</i>	<i>Course Date(s)</i>
PSMB	25 th April 2013

<i>Main Aim and Key Benefits:</i>	Ineffective Meetings and Briefings are not only a waste of time, they can also be a cause of frustration within a busy team. This workshop provides guidance on the structure and techniques to use to ensure successful meetings and briefings with clear outcomes.
<i>Course Content</i>	<ul style="list-style-type: none"> • Types of meetings/briefings • The 7 stages of planning • Role of the chairperson and participants • Preparing agendas • The stages of the meeting – recommended structure • Controlling discussion • Difficult participants • Preparing minutes • Personal action plan
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Group discussions and exercises
<i>Who will benefit from attending:</i>	Bursars, Assistant Bursars, Head of Department and Senior Team Leaders
<i>Duration:</i>	1 day
<i>Certification:</i>	OBT and Progressive Training
<i>Fee (excl VAT):</i>	£167.50
<i>Training Provider:</i>	Progressive Training