

# Managing Meetings

## *CPD Approved*

I think everyone would agree that poorly called or run meetings waste valuable time for any organisation. This course will show you how to run meetings effectively and improve your ability to instigate actions that are quick and efficient.

The course starts with some basic definitions and statistics that outline how important running meetings effectively can be.

It examines factors that make meetings great, and some practical steps you can take to ensure everything runs smoothly and successful outcomes are achieved. It also covers some of the ways you can handle any problems that may arise.

Finally, it looks at different decision-making approaches you can use and finishes off with some notes on keeping a learning log to help you learn and grow, ultimately becoming a more confident and effective participant or chairperson.

Course	Module Number	Module Name	Pass % Required
Managing Meetings	1	The Basics	70
Managing Meetings	2	Planning	70
Managing Meetings	3	Preparing an Agenda	70
Managing Meetings	4	Problems and How to Deal With Them	70
Managing Meetings	5	Techniques for Resolving Conflict	70
Managing Meetings	6	Making Decisions	70

## **Recommended System Requirements**

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

**Duration:** 60 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)