Effective Meetings Training

Course Aim

This course aims to provide delegates with the skills they need to effectively contribute to meetings and tips on how to gain value from meetings they attend.

Who Should Attend?

This course is suitable for delegates who regularly attend and would like to ensure effective participation in meetings.

Course Duration

This is a 10 minute course.

Certification

Delegates will receive a HSS printable certificate in Effective Meetings upon completion of the course.

This course is approved and accredited by CPD.

Agenda

This course covers the following:

- Workplace Meetings
- Making a Meeting Effective

The course looks at contributions to meetings and how to ensure that meetings are effective as well as etiquette within meetings.

Further Study

- Bullying & Harassment
- Business Compliance Essentials
- Communication Skills Training
- Confidence Building Training
- Effective Remote Working
- Display Screen Equipment (DSE)
- Resilience Training