

PARTICIPATING & LEADING EFFECTIVE MEETINGS AT THE WORKPLACE



OVERVIEW

Meetings are an integral part of an employee's life at work. Making the most of that time spent in meetings is essential. This program is designed to give participants the skills necessary to make their meetings more effective. This course addresses the techniques and skill-sets involved in effectively planning, managing, and facilitating meetings, which have become a critical component in successfully implementing workbased project assignments. This two-day, hands-on, skill building seminar provides the opportunity to practice writing meaningful agendas, facilitating and managing effective meetings, and delegating tasks as appropriate

OBJECTIVE

- Design and plan effective meeting
- Plan an effective meeting using action -oriented agendas.
- Encourage broad participation in meetings thriuh various meeting facilitation techniques.
- Conduct well-run meeting facilitation techniques
- Know when and how to delegate action items to meeting participants.

HRDF
Claimable

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