

## Effective Meeting Skills

Do your team members have the confidence to actively participate in meetings, sharing their ideas in an engaging way? Can they communicate clearly and concisely to achieve goals? Is it challenging for them to take complete and well-structured meeting notes?

This practical course will develop your teams' skills in confidently presenting ideas in an appealing and impactful way during meetings. They will also develop the ability to take highly relevant meeting notes, capturing key information clearly and concisely. As a result, your organisation will benefit from stronger meeting performance, leading to increased productivity and achieving meeting objectives.



Objectives	Benefits
<ul style="list-style-type: none"> <li>Take complete, clear and structured meeting notes for efficient and effective follow-ups</li> </ul>	<ul style="list-style-type: none"> <li>Participants will enhance their credibility and impact through proactive, clear and engaging communication in meetings</li> </ul>
<ul style="list-style-type: none"> <li>Communicate proactively, clearly and concisely in meetings to achieve desired outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Meeting attendees will be more engaged, productive and focused, leading to improved collaboration and decision-making</li> </ul>
<ul style="list-style-type: none"> <li>Deliver messages in an impactful, engaging way in meetings to connect with others and build relationships</li> </ul>	<ul style="list-style-type: none"> <li>Your organisation will project a professional image and benefit from increased productivity through stronger meeting performance</li> </ul>

- Establishing level course: build strong foundations
- No experience needed
- Minimum upper-intermediate (B2) level English

## Effective Meeting Skills - Course outline

Module	Competency
<b>Meeting skills essentials</b> <ul style="list-style-type: none"><li>Analysing common meeting types, purposes and roles</li><li>Evaluating your meeting skills and setting personal goals</li></ul>	<ul style="list-style-type: none"><li>Set goals to improve meeting skills by analysing practices against criteria for effective performance</li></ul>
<b>Taking effective notes during in-person and online meetings</b> <ul style="list-style-type: none"><li>Identifying reasons for note-taking in meetings</li><li>Employing effective note-taking habits</li></ul>	<ul style="list-style-type: none"><li>Take clear and relevant notes during meetings to track communication and enable more productive outcomes</li></ul>
<b>Actively participating in in-person and online meetings</b> <ul style="list-style-type: none"><li>Analysing common barriers to participation</li><li>Using strategies to positively engage in discussions</li></ul>	<ul style="list-style-type: none"><li>Actively participate in meetings to get your voice heard and contribute to positive outcomes</li></ul>
<b>Planning and structuring your contributions for in-person and online meetings</b> <ul style="list-style-type: none"><li>Preparing for meetings</li><li>Structuring your contributions</li></ul>	<ul style="list-style-type: none"><li>Prepare effectively to make a positive contribution in meetings, ensuring they are productive</li></ul>
<b>Presenting ideas with impact in in-person and online meetings</b> <ul style="list-style-type: none"><li>Making an impact with verbal communication</li><li>Projecting an engaging and confident presence with non-verbal communication</li></ul>	<ul style="list-style-type: none"><li>Deliver your ideas in an engaging, clear and impactful way to achieve your desired outcome</li></ul>
<b>Building and maintaining rapport in in-person and online meetings</b> <ul style="list-style-type: none"><li>Identifying techniques for building rapport</li><li>Connecting with others during meetings</li></ul>	<ul style="list-style-type: none"><li>Build and sustain rapport to effectively engage and connect with others during meetings</li></ul>
<b>Contribute to decision-making in in-person and online meetings</b> <ul style="list-style-type: none"><li>Following a decision-making meeting process</li><li>Participating in decision-making discussions</li></ul>	<ul style="list-style-type: none"><li>Communicate your ideas clearly during decision-making meetings to positively influence outcome</li></ul>
<b>Meeting skills mini-clinic</b> <ul style="list-style-type: none"><li>Analysing meeting scenarios</li><li>Setting goals and action planning to strengthen your meeting skills at work</li></ul>	<ul style="list-style-type: none"><li>Develop plans to achieve meeting skills goals in the workplace by selecting tools and techniques for effective performance</li></ul>