

Introduction to Meetings and Meeting Types

Duration: 30 mins

Course level: Introductory

Delivery method: Online

Introduction

People spend 5.6 hours each week in meetings; 69 percent feel meetings aren't productive.

Although the advent of email and mobile technology has helped to improve business communication, most businesses still rely heavily on meetings.

Properly planned, well-run meetings offer excellent opportunities for development and progress, but a poor meeting wastes time and can create friction and frustration.

Find out how to avoid the pitfalls and use meetings wisely. This introductory course explains the basics about when, why and how to achieve effective meetings in daily business.

Who is the course for?

Introduction to Meetings and Meeting Types is a basic guide for small business owners, new team leaders, managers or anyone with little or no experience of organising and running meetings. It is ideal for people with limited work experience. It requires no prior knowledge and there are no formal entry requirements.

What will you get from this course?

When you have completed this course, you will be able to:

- describe the characteristics of an effective meeting
- identify the reasons why meetings fail
- list types of meeting and their different purposes.

Course features

You can start your online course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course consists of a series of information screens and simple exercises such as multiple choice and true or false questions.

A repeatable test checks your learning with eight randomly selected, multiple-choice questions. You can also download and print a number of resources, such as a glossary, a course transcript and a set of helpful checklists.

Other courses you might be interested in

Time Management
Resolving Conflict

Coaching
Leadership

Course code: 103080BT032

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