

Duration: 40 mins

Course level: Introductory

Delivery method: Online

Introduction

Every day, millions of people spend valuable time in work meetings. Yet staff frequently complain that their meetings are unnecessary, irrelevant or inefficient.

Meeting Planning and Preparation provides basic guidance on how to organise effective meetings to help a business save time, money and resources.

Who is the course for?

This course is an introductory guide for small business owners, new team leaders and managers with no experience in planning and organising meetings.

The easy to follow, step-by-step format makes it ideal for anyone who is new to the subject. It requires no previous 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:

- set objectives for your meeting
- select an appropriate meeting structure
- identify and prepare appropriate participants
- plan and write a suitable agenda.

Course features

Meeting Planning and Preparation uses audio and on-screen text summaries. It includes simple interactive exercises with immediate feedback to guide you through the basics of the subject.

At the end of the course, there is a multiple choice test to check your knowledge and understanding, but you can take this as many times as you like.

You can also download and print a number of resources, including a glossary, a course transcript and a set of helpful checklists.

You can start this 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

Other courses you might be interested in

Time Management
Planning Work
Leadership

Communication Process
Briefing Skills

Course code: 103080BT033

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