



Effective Team Meetings – One Day

Most of us spend a lot of time in meetings of one form or another, team meetings in particular are our opportunity as leaders to show a respect for our colleagues time and energy, and to ensure that we get done what we need to get done.

Meetings are a balance between the group's needs (people) and the organisation's needs (task). By ensuring that we follow some time-honoured practices, we can get the structure side of meetings *and* the human side of meetings working together.

An interactive workshop – this course is practical, hands-on learning at its best. Participants question assumptions, which leads them to be able to view suggestions in a new light.

Key tools are provided in this course that can be implemented immediately back at work to make an instant impact, along with others that can be implemented over a longer timeframe, for more dramatic effect.

Fees and dates are negotiable for on-site courses, public course dates and fees can be provided on request.

Photo by [Leon](#) on [Unsplash](#)

What it covers:

- Team Meeting Assessment
- Problem Meeting Behaviour
- Team Meeting Rating Critique
- Belbin's Team Roles
- Characteristics of High Performing Teams
- Managing Groups Effectively
 - To meet people's needs
 - To get the job done