

# An introduction to Meetings and Meeting Types

**Course length:** 45 mins\*

**Course Code:** 103080BT032

**his course explores what makes a meeting effective.**

## Benefits for the Learner

A business meeting can offer the ideal opportunity to share information, exchange ideas and contribute to decisions – or it can turn into a frustrating, conflict-ridden, unproductive waste of time!

This course gives you an overview of the basic principles of effective meetings – from the key reasons for calling a meeting to the different types of meeting you might attend.

## Benefits for the Business

Studies have shown that the average manager spends about 17 hours a week preparing for, travelling to and from, attending or following up from meetings! And the chances are that, unless your managers are trained in effective meeting techniques, a fair proportion of those meetings will be poorly planned and poorly run.

This course is a good first step in helping your managers to avoid the frustration of unnecessary and unproductive meetings.

## What Does the Course Cover?

- The benefits of an effective meeting
- Why meetings become ineffective
- The key reasons for calling a meeting
- Meeting aims, objectives and structure
- Participant styles

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

\*Courses are accessible for six months from the date of purchase.