

# Meeting Planning And Preparation

**Course length:** 45 mins\*

**Course Code:** 103080BT033

**This course explores all aspects of planning and preparing for a meeting.**

## Benefits for the Learner

There's nothing worse than sitting through a pointless, inconclusive meeting while the work continues to pile up on your desk! The reason they're so unproductive is usually a lack of planning.

This course helps you to get more from the meetings you call by employing effective planning techniques. It takes you through a detailed preparation process – from setting objectives and selecting participants to preparing the venue and planning the agenda.

## Benefits for the Business

A 2005 survey revealed that the average person spent 5.6 hours a week in meetings and felt that 66% of that time was totally wasted!

Ineffective meetings represent a massive waste of time, money and human resource to any organisation. Because the most frequent cause of ineffective meetings is poor preparation, it is vital that you ensure that your managers master the skills of effective meeting planning and preparation.

## What Does the Course Cover?

- Confirming the necessity for a meeting
- Setting meeting objectives
- Planning contingencies
- The attitude and commitment of participants
- Structuring the meeting
- Selecting participants
- Preparing participants
- Timing the meeting
- Preparing the venue and materials
- Planning and writing the agenda

## 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.