

CLEAR



QUALITY

EFFECTIVE MEETINGS

Course Overview

This course teaches participants how to structure and lead efficient, 15-minute meetings to save time and increase productivity. It is ideal for those seeking to optimise team communication and streamline decision-making processes. This course is perfect for team leaders, project managers, and executives who want to make meetings more effective.



Duration

1 Day



Price

£250



Accreditation

Clear Quality

What Will I Learn?

- ✓ Run productive, concise meetings.
- ✓ Improve time management.
- ✓ Facilitate clear, focused communication.

What Skills Will I Gain?

- ✓ Principles of effective meetings.
- ✓ Setting agendas and staying on topic.
- ✓ Time management strategies.
- ✓ Encouraging concise communication.
- ✓ Follow-up and accountability.

All of our short courses can be delivered in a classroom environment or via Microsoft teams. To discuss your training needs further please contact us here at: training@clearquality.co.uk