Duration: 1 Day
Course Code: SSG09

Course Description:

Communicating effectively is essential to ensure messages are clear, understood, and have a positive impact. Sometimes we need to have the ability to persuade and influence others, regardless of status. Meetings are a key tool in the successful management of business activities. All too often time and effort is wasted by calling and attending meetings which are not well prepared, has no clear purpose and where attendees fail to participate in making decisions.

Who Should Attend Effective Communication And Productive Meetings Training?

- Ideal for anyone working in a marketing department, customer services or project team, across all industries, and particularly anyone who needs to communicate persuasively at work.
- This course will help anyone at any level of an organisation, who is involved in chairing or attending regular meetings.

Benefits From Attending The Training:

- Understand how communication can influence and persuade others positively
- How to create rapport and use body language
- How to use of all the senses in communication
- Understand behavioural flexibility
- How to plan and prepare meetings
- Techniques in how an effective meeting should be run
- How to get the best practical benefits from a meeting

Course Contents:

- What is Communication?
- Types of Communication (Written / Oral)
- Communication in the Workplace
- Breakdown Barriers to Effective Communication
- Benefits of Good Communication
- Skills Needed
- Presenting in the Workplace
- To assist in establishing best practice at managing effective meetings
- To emphasise the key aspects of effective preparation
- Meeting structures and behaviours
- To practice running meetings
- To develop techniques for handling effective outcomes from meetings
- Monitoring and measuring activities and use of resources
- Reviewing progress against targets
- To develop techniques at dealing with difficulties and conflicts arising from meetings
- Problem solving in meetings

Related Courses:

- Confidence And Assertiveness | Duration: 1 day | Code: SSG05
- Presentation Skills | Duration: 1 day | Codes: SSI01 | SSI02
- Business Writing Skills | Duration: 1 day | Code: SSG03

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals