

Leading Meetings

Learn how to lead meetings that generate real results.



OVERVIEW

Leading effective meetings in the workplace plays an essential role on the overall success of your business.

Our programme aims to help you confidently prepare for meetings with a clear agenda, manage them effectively to avoid attendees feeling bored, and ultimately agree clear action points to ensure your team achieve the agreed goals.

On this programme you will learn how to:

- Prepare with confidence for a successful meeting
- Learn to own the meeting space in a way that works for you
- Structure meetings to achieve objectives and avoid wasting time
- Plan a series of discussion points/targets that lead the meeting to actionable outcomes with deadlines

WHO IS THIS FOR?

Anyone looking to learn how to effectively lead meetings and generate real results.

HOURS

2.5 hours of facilitation
3 hours of digital learning

RECOMMENDED DELIVERY

Over 2 weeks

IMPACT



Learn to own the space in a way that works for you



Learning how to plan a series of discussions that lead a group to an outcome



Learn efficient and effective ways to manage all the elements of holding meetings



Understanding how best to prepare for a successful meeting

GET IN TOUCH



info@newwavelearning.com

Or reach us on our socials



+44 (0) 843 778 6317



**NEW WAVE
LEARNING**

LEARNING JOURNEY

STAGE 1

WELCOME TO LEADING MEETINGS

Participants are welcomed to the programme in a short facilitated session where they learn the purpose of the programme, meet their cohort and start their journey of understanding how to lead meetings effectively.

STAGE 2

DIGITAL LEARNING

Participants now journey through various digital content and tasks in our interactive app that equips them with a step by step toolkit to leading productive, engaging meetings whatever the environment.

STAGE 3

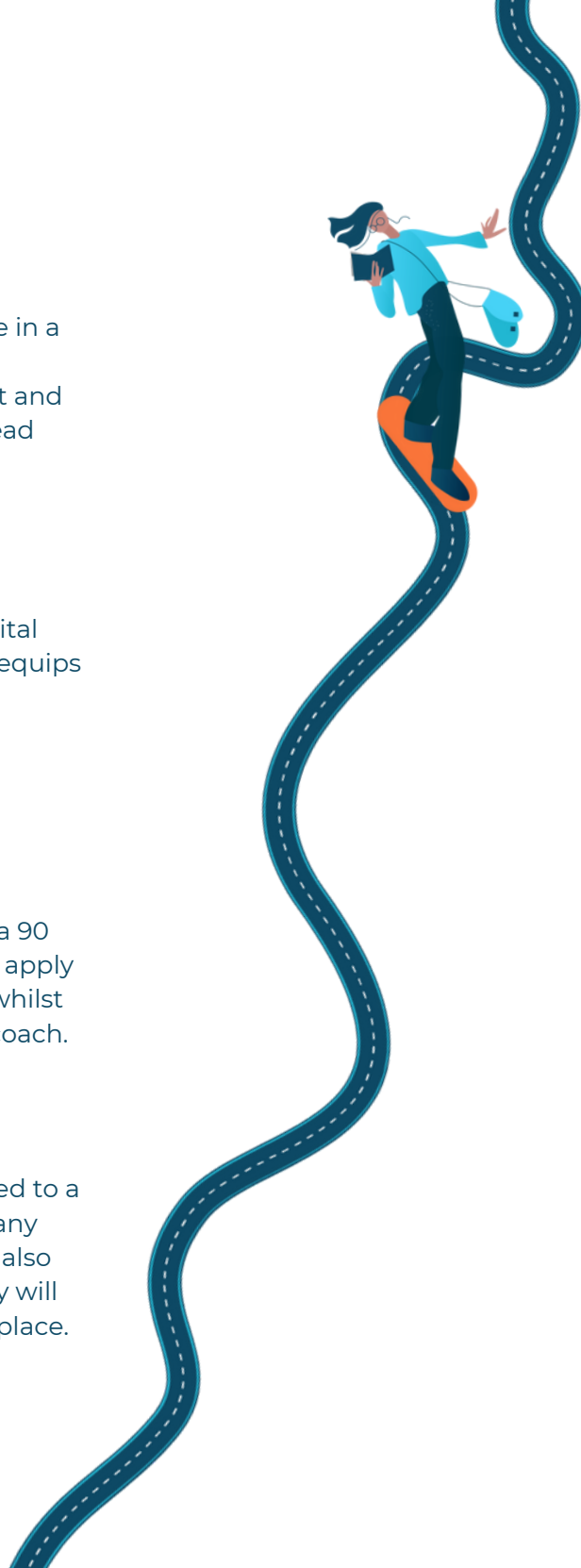
FACILITATED SESSION

We bring the cohort together once again for a 90 minute session where they get the chance to apply their newly learnt tools to real life situations, whilst gaining feedback from each other and their coach.

STAGE 4

121 COACHING SESSION

To finish the experience participants are invited to a coaching session with their coach to discuss any specific challenges they face. Their coach will also ask them to make commitments on how they will apply what they have learnt back in the workplace.



FEES

£3500* + VAT *per cohort of up to 12

For larger cohorts please contact us to discuss volume based pricing.

GET IN TOUCH



info@newwavelearning.com

Or reach us on our socials



+44 (0) 843 778 6317



NEW WAVE
LEARNING