



**Jump Business Solutions Limited**  
Free Call: 0800 JUMP4BIZ; Free Call: 0800 586 742; Email: info@jump4biz.com  
P.O. Box 102, Morrinsville; Phone: +64 7 887 4751; Fax: +64 7 887 4754  
P.O. Box 19, Pukekohe; Phone: +64 9 235 3238; Fax: +64 9 235 3238



## **Managing Meetings**

### **Workshop Outcomes**

To lead and facilitate successful meetings that make best use of time and resources.

To prepare and manage meetings that achieve their goals, and ensure that everyone is clear about the results of discussions.

### **Audience**

This workshop will benefit anyone who manages meetings

### **Content**

- Meeting objectives
- Agenda setting, and prioritising
- Who should attend
- Setting timeframes.
- Drawing out quiet ones, toning down verbose ones
- Minute taking
- Action Plan - who does what / when

### **Process**

An experiential workshop where participants will practice methods of responding to meeting situations they find most challenging.

### **Duration:**

1 day

### **Venue:**

One large training room