

## **MS13: An Introduction to Meetings & Meeting Types Types Management**

Meetings are an inescapable part of business life today; whether you attend them on a regular basis, or are responsible for calling and running them, they are likely to figure highly in your everyday working life.

But how often does a meeting fail to achieve anything concrete? How often do you sit in a meeting thinking your time could be better spent? If you are like most people, the answer is probably 'pretty often'.

It's important, therefore, to make sure that meetings are held only when necessary, that their objectives are clear and that they are run effectively.

This course sets out to introduce you to the subject of meetings and the different types you may encounter or run.

### **Course Content**

- The purpose of meetings
- The benefits and disadvantages of using meetings to communicate information, solve problems and make decisions
- The key features of an effective meeting
- Meeting structure
- The key roles of a chairperson

### **Course Duration**

- 40 minutes

### **Available in:**

- Audio
- Non-audio

### **Delivered via:**


- Internet

**If you require any further information please contact NYES:**

T: 01609 533222

E: [nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk)

[www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)

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