

MS15: Understanding & Handling Meeting Behaviour Types Management

The success of a meeting depends to a large extent on the attitude and behaviour of the people attending it. Meetings in which the participants display a positive, supportive and constructive approach are far more likely to achieve their objectives than those whose participants are negative and unhelpful. Equally, meetings can become difficult if one or more of those attending simply displays unhelpful personality traits such as dominance, talkativeness or severe introversion.

It is important, therefore, for anyone running a meeting to quickly identify attitudes, behaviours or personality traits that are likely to act as a bar to its success, and then to take appropriate action designed to remove or reduce their impact on the meeting.

The course will enable the learner to make such identifications and take any appropriate remedial steps.

Course Content

- Why dealing with the problem is important
- Positive and negative conflict
- Some typical negative meeting behaviours and how to deal with them:
 - The bully
 - The talker
 - The cynic
 - The non-contributor
 - The chatty neighbours

Course Duration

- 40 minutes

Available in:

- Audio
- Non-audio

Delivered via:


- Internet

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