

# Rhema Skills Development Courses

**Course Title:** Managing Meetings

**Duration:** One Day

## Course Objectives:

As a result of this course you will be able to:

- Structure and run information sharing meetings
- Use problem-solving meetings effectively
- Manage ad hoc meetings to make them effective
- Identify and use key discussion leading and chairmanship skills required in different meetings
- Control and manage different personality types at meetings

## Course Content:

- The different objectives of meetings
- Running information sharing meetings (Formal Meetings)
- Running problem solving meetings
- Different problem-solving approaches
- Running Ad Hoc and informal meetings
- Discussion leading and chairmanship – processes and skills
- Managing conflict at meetings
- Using telephone conferences effectively
- Using video conferences effectively