



Managing Meetings Course Brochure

1 Day Practical Workshop



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The Right Fit.....For You

This Managing Meetings course has been designed to give learners the skills needed to structure workplace meetings so as to maintain focus, avoid wasteful conflict, and deliver concrete, measurable results, ensuring that effective meetings are achieved every time.

Our one day **Managing Meetings** course has been designed to teach learners the importance of preparing for meetings, techniques for structuring meetings professionally, what needs to be recorded and how to ensure that **everyone leaves the meeting with a very clear outline** of the next steps/actions.

The course aims to take the pain out of meetings and introduce learners to the principles and techniques involved. It is **highly participative** and will focus on providing an **opportunity for participants to practice the skills** needed to chair/ or contribute effectively to meetings.

Our aim is that each learner leaves the course with a list of **key points to take away and work on back on the job.**

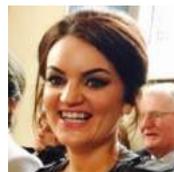
"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



"We are all very happy with the training carried out last week & will definitely be in contact in the future."

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose Our Managing Meetings Course

DCM Learning's Managing Meetings course has been designed to give learners the skills to structure workplace meetings so as to maintain focus, avoid wasteful conflict, and deliver concrete, measurable results, ensuring that effective meetings are achieved every time.

Specific reasons to choose this course:



Experienced: We have trained over 189 individuals successfully in Managing Meetings over the last two years.



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field.



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

You're in Good Company

We have delivered our Managing Meetings programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





Managing Meetings Course

COURSE OVERVIEW

This course gives learners the skills to structure workplace meetings so as to maintain focus, avoid wasteful conflict, and deliver concrete, measurable results, ensuring that effective meetings are achieved every time.

This one day course has been designed to teach you the importance of preparing for meetings, techniques for structuring meetings professionally, what needs to be recorded and how to ensure that everyone leaves the meeting with a very clear outline of the next steps/actions.

This workshop aims to take the pain out of meetings and introduce staff to the principles and techniques involved. The workshop is highly participative and will focus on providing an opportunity for participants to practice the skills needed to chair/or contribute effectively to meetings.

LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Structure and conduct meetings to achieve objectives and avoid wasting time
- Identify, understand and apply the PPCM approach
- Encourage contributions from all participants
- Develop communication skills and efficiently conduct professional meetings
- Deal with difficult situations or members
- Overcome the difficulties caused by technology in meetings

Below you will find a proposed course outline detailing all the topics covered on the training programme.



Course Content

TOPIC 1: EFFICIENT MEETING PREPARATION

- Identifying the different types of meetings
- Isolating the common problems and difficulties that occur in meetings
- Structuring the various phases of the meeting
- Identifying clearly the role and responsibilities of the chairperson
- Adopting the appropriate tone and structure

TOPIC 2: LEADING EFFECTIVE MEETINGS WITH PPCM

- Pertinence: what the purpose is, other possibilities of meeting people
- Preparation: clarifying and communicating the agenda, topics, duration, commitments, logistics
- Conduct: the techniques to lead and involve the team in the meeting
- Measure: who should draw up the minutes of the meeting

TOPIC 3: CONDUCT A MEETING EFFECTIVELY

- Using various techniques to make people interact with each other
- Dealing with problematic attendees
- Controlling flow and time
- Encouraging participation from all attendees
- Technology in Meetings



Brendan Murphy

Training Associate

Brendan is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has long experience of group facilitation in a variety of settings with a knack for individual performance improvement.

Brendan brings his vibrant enthusiasm for training to every course he delivers. His resulting style is participative and inclusive, which empowers learners to develop their skills and achieve great results from training.

Some of the areas Brendan specialises in are: Communications, Effective Writing Skills, Public Speaking, Management and Minute Taking.

Some of Brendan's qualifications include:

- FETAC Level 6 Train the Trainer with Distinction
- Diploma in Business & Executive Coaching, Smurfit Business School
- Higher Diploma in Education, St. Patrick's College, Maynooth
- BA in English and Theology, St. Patrick's College, Maynooth

"The course was brilliant and the content was very reverent to the group. Brendan was excellent in delivering this training and it made the topic very enjoyable."

Fionn Hanratty, Engineer, Irish Aviation Authority





Inhouse Training, One Size Doesn't Fit All.

**Does your team need training when Managing their Meetings?
DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

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- ✉ dublin@dcmlearning.ie
- 📍 Guinness Enterprise Centre

CORK

- ☎ 021 2429691
- ✉ cork@dcmlearning.ie
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Blackpool Business Park

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