CLEAR QUALITY

EFFECTIVE MEETINGS

Course Overview

This course teaches participants how to structure and lead efficient, 15-minute meetings to save time and increase productivity. It is ideal for those seeking to optimise team communication and streamline decision-making processes. This course is perfect for team leaders, project managers, and executives who want to make meetings more effective.

Duration
1 Day

Accreditation
Clear Quality

What Will I Learn?

- ✅ Run productive, concise meetings.
- ✅ Improve time management.
- ✅ Facilitate clear, focused communication.

What Skills Will I Gain?

- ✅ Principles of effective meetings.
- ✅ Setting agendas and staying on topic.
- ✅ Time management strategies.
- ✅ Encouraging concise communication.
- ✅ Follow-up and accountability.

All of our short courses can be delivered in a classroom environment or via Microsoft teams. To discuss your training needs further please contact us here at: training@clearquality.co.uk