

Managing meetings

What is it?

Does your group or committee find it difficult to come to agreements and make decisions? This course will help to make your meetings more effective and save you time.

Who should attend?

Anyone who goes to meetings.

What will I learn?

By the end of this session, you'll be able to:

- understand what makes a successful meeting
- increase your confidence to contribute in meetings
- know what the Chair, Secretary and Treasurer should do
- include everyone in the meeting and know how to handle conflicts
- make sure decisions are made and actions are carried out.

What else do I need to know?

Time: 9.30am - 1pm
Refreshments: Tea and coffee
Facilitators: NCVS Group Development
Cost: Voluntary and community groups - £25
Public and private sector - £50
Two FREE places for small groups - contact us.