

Meetings skills

Overview

The Huthwaite Approach

There are literally thousands of potential suppliers of Management Skills training. What distinguishes what we offer?

All our programmes are research-based and so teach proven skills – not received wisdom. We tailor and customise all our courses to meet the specific needs of the targeted participants. Organisational climate, culture and systems are also taken into account when generating the programme designs and materials.

Our focus is on skills development and our training events are, therefore, highly active and participative. Skills practice takes place using group work, one-on-one audio-recorded roleplays conducted in private, or other appropriate practice media. Practice material can be generic, customised or real case. Our clients select the appropriate mix to ensure that a credible simulation of the situations in which skills development is sought is created on the course.

Delegates receive helpful, objective feedback based on our Behaviour Analysis methodology. This methodology provides participants with a common language with which to understand their own, and others', behaviour. This feedback is used to raise awareness of self and others, to highlight existing strengths and to identify areas for development. This objective feedback is complemented by trainer feedback and delegates are encouraged to give helpful feedback to each other.

All the programmes are supported by comprehensive materials that mean that little note taking is required and attention can focus on participation and learning. All the programmes conclude with each delegate drawing up an action plan to encourage on-going skills development and the transfer of learning to the workplace.

Our programmes are grouped in suites to enable a flexible approach to skills development. This allows our customers to select the specific components that are relevant to their particular requirements.

Meetings skills

This programme is designed to help people operate both efficiently and effectively in meetings. The target audience is anyone who spends a significant amount of time in meetings and who wishes to improve the productivity of those meetings.

Key components:

- types of meetings
- meeting structure
- composition, control and chairing
- ensuring clarity
- writing the agenda
- recording output

Interactive skills:

- raising awareness of self and others
- how to work co-operatively rather than competitively
- how to gain commitment
- chairing and participating in meetings
- dealing with difficult people
- handling conflict productively..

This course is for 10 to 12 participants and is run by two Huthwaite consultants. The duration is usually two or three days.