

Participating in Client-facing and Internal Meetings

It is fair to say that meetings are not always productive. Often this is because as attendees, we often fail to follow a few simple ground rules. This is partly because training is often provided to people who lead meetings, but fail to address the needs of the other attendees.

This training course provides a short workshop, which will help you maximise your contributions to both internal and client-facing meetings.

Course objectives:

- ✓ Learn how to prepare effectively for the meetings you are required to attend
- ✓ Understand how best to participate effectively in meetings by following a few simple ground rules