**Managing Meetings**

**TOTAL SUCCESS TRAINING**

Welcome and thank you for investing your time to improve your meeting management skills. We aim to make this course challenging, practical and fun. You will benefit by learning tips and techniques, which will improve your planning and implementation of meetings.

We will be running this as a live, online training course via zoom.com and have included all the information that will make this an easy to access workshop.

This email contains:

* A pre-course form that you need to complete and send back to us. It includes your course objectives that we will run through with you during the Introduction.
* A course manual/notes that can be downloaded for reference during the seminar
* A course agenda
* All pre-course exercises that need to be completed before the course (we’ll be using these on the day)
* A full set of the activities you’ll be doing on the course. These can be completed before the course, but this is not essential
* A link to our website with all the course materials to download (if you’re having difficulty accessing the information contained on this email)
* A link to zoom.com with all the information you need to access the programme via your computer
* A post-course action plan and course evaluation form. This will be completed as proof of attending. A copy should also be sent to us.
* A link for the full set of templates and forms you can download and use after the course

**INFORMATION AND AGENDA**

We hope the following information will answer any practical questions you may have. If you have any further queries, please email us at [info@totalsuccess.co.uk](mailto:info@totalsuccess.co.uk) or call us on 020 8269 1177.

**Date**: ***16th April 2020***

**Agenda:** 9.45-10.00 Log in and system check

10.00-12.30 Morning

1.00-3.30 Afternoon

*Please ensure you download the zoom.com app on your computer and check that it works prior to log in as it takes about 30 mins to set up the free account.*

*The log in details for the course are*

Meeting id: 699 762 7580

Meeting password: 374205

*We hope you enjoy the course and we welcome comments and suggestions which allow us to improve our service. I look forward to seeing you on the course and thank you for choosing Total Success. If you have any further queries, please call us on 020 8269 1177.*

**The Team**

**Total Success Training**

**TOTAL SUCCESS TRAINING**

**COURSE OBJECTIVES**

### Thursday, April 16th – 10am-11:30am

Delegates will have the skills to plan and manage their meetings to get things done on time and enhance team productivity and performance. In this course you will learn skills which will improve:

* Setting the meeting agenda
* How to run the meeting effectively
* Creating workable minutes
* 8 key steps to meeting excellence
* Managing remote meetings

**Pre-course activities and exercises**

Please complete the Pre-course form and return it to us via email. The activities that need to be done prior to the course are set out below.

**Pre-course Briefing form – please complete and send to us 24hrs before course**

**PRE-COURSE BRIEFING**

**Name**……………………………………………………**Organisation**……………………………

**Department/Team**………………………………………………… **Date**…………………

**What do you hope to achieve from this course?**

Please list your key objective(s). Please make them action specific, e.g. “As a result of this course I will be able to ………………………..”

**1.**

**2.**

**3.**

**Pre-course Activity**

Please write 3 meetings that you will be either attending or hosting in the next 2-3 weeks

**TOTAL SUCCESS TRAINING**

**Joining instructions**

Please log into your zoom.com account and use the meeting id and password supplied. If these are not given in this email, we will email them to you within 24 hours of the course start date.

Meeting id: 699 762 7580

Meeting password: 374205

N.B. You will need to set up a zoom.com account and download the app for full functionality. This will take about 30 mins to complete. If you need help to do this zoom.com has a very comprehensive info page - [**Quick start guide for new users**](https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356)

Click on the link to access this.

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356>

**Downloadable course materials**

This link will direct you to our website and you can download the course materials used on the course plus forms and templates that you can use after the training.

Download pre-course forms and activities

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)

Download templates and course manual

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)

**POST-COURSE ACTION PLAN**

**Name**………………………………………………………………………………………………..

**Department/Team**…………………………………………………………………………………

**Course Title**……………………………………………………………… **Date**…………………

Please list your key objective(s). Please make them action specific, e.g. “As a result of this course I will ………………………..”

|  |  |
| --- | --- |
| **Actions** | **Date to be completed.** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

**How will you ensure your stay on track with your action plan?**

**What further training or coaching will enable you to achieve your learning goals?**

**What difficulties do you predict and what help do you need in overcoming them?**

**Signed** ………………………………