



TRAINING THAT DEVELOPS
REAL CAPABILITY



Effective Meeting Skills

LPD004

Effective Meeting Skills

Meetings are a vital part of organisational life, providing the opportunity to share ideas, solve problems and make important decisions. However, without the right structure and skills, meetings can consume valuable time without delivering meaningful outcomes. Surveys indicate that employees devote approximately four hours per week to meetings (twice that for managers), with more than half of this time regarded as unproductive.

This practical programme equips learners with the techniques and strategies to ensure that every meeting they lead or contribute to is purposeful, engaging and productive. Through interactive learning, participants will gain the confidence to manage discussions, handle challenges and achieve agreed actions that move objectives forward.

The content can be extensively tailored, ensuring that every element reflects the organisation's culture, priorities and operational realities.

Duration & Price

Duration: 0.5-1 day

Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please [contact us](#) for more information on our In-Company training options

What's covered?

This highly interactive programme blends proven techniques with practical application, ensuring learners can immediately apply their new skills on return to the workplace.

Topics include:

- Principles and best practices for managing meetings
- Starting with purpose and setting expectations for success
- Creating clear, realistic agendas
- Defining and managing meeting roles for maximum productivity
- Encouraging inclusive and open discussions
- Managing disruptive situations and behaviours
- Summarising discussions, confirming actions and outlining next steps

Who should participate?

This course is ideal for anyone seeking to improve how they lead or contribute to meetings. It benefits professionals across all sectors who wish to ensure their time in meetings delivers tangible results.

The training is particularly beneficial for:

- Administrators and support staff
- Team leaders and coordinators
- Professionals contributing to cross-functional meetings
- Project managers
- Managers and supervisors

English Language Competency

A good standard of written and spoken English is important to engage effectively with this programme.

What will I learn?

On successful completion of this course, learners will be able to:

- Apply the core principles of effective meeting management.
- Design clear and realistic agendas to maintain focus and engagement.
- Identify key meeting roles and fulfil their associated responsibilities to maximise productivity.
- Lead constructive discussions that foster collaboration and result in clearly defined actions for follow-up.
- Reflect on and enhance their personal approach to participating in or leading meetings, ensuring contributions are purposeful and aligned with meeting objectives.

By developing these skills, learners will be able to transform meetings into powerful tools for progress and collaboration.

How do we train and support you?

We use a highly interactive, practical methodology rooted in experiential learning. This ensures that every learner has the opportunity to apply new techniques, receive feedback and reflect on personal development throughout the course.

Support elements include:

- Pre-training consultation for in-company courses to tailor content to learner and organisational needs
- Facilitated skills practice sessions recorded for feedback and individual reflection, allowing learners to experiment in a safe, supportive space
- Guided post-training reflective activities designed to embed learning, support behavioural change and identify future goals
- Optional personalised coaching sessions (either one-to-one or group-based)
- Live training is available virtually or delivered onsite to suit the needs of the team

Class sizes are generally limited to 12-15 participants to support personalised learning and individual support.

How can you progress?

Completing this programme provides a strong foundation for further professional development in leadership and communication.

Next steps may include:

- Coaching Skills for People Managers
- Leading and Managing People - QQI Level 6
- Project and Programme Management Courses

Tutors



Gina Ryan
[View Profile](#)

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



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