



Legal/Best Practice	<input type="checkbox"/>
Skill Builder	<input checked="" type="checkbox"/>
Career Builder	<input checked="" type="checkbox"/>



# Management and Supervisory – Effective Meetings

**Course Code: CT065**

This course gives practical guidance on how to make meetings run more effectively, with greater focus and more structure.

## Course at a glance

- Establishing best practice for managing effective meetings
- Running an effective meeting
- Techniques for dealing with difficulties and conflicts arising from meetings
- Effective preparation
- Handling effective outcomes from meetings
- Course assessment and review

	At Brandon Training Centre	On-site
<b>Duration</b>	½ day	½ day
<b>Cost</b>	£150 + VAT per delegate	£1,800 + VAT per trainer per day on-site
<b>Minimum number of delegates</b>	1 – attending an Open Course Booking	8
<b>Maximum number of delegates</b>	12	12
<b>Certification</b>	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or [www.brandontraining.co.uk](http://www.brandontraining.co.uk)