

## CPD TRAINING COURSE

# MANAGEMENT SKILLS FOR EFFECTIVE MEETINGS



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[www.engineersireland.ie](http://www.engineersireland.ie)  
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01 6651305 OR  
[cpdtraining@engineersireland.ie](mailto:cpdtraining@engineersireland.ie)

### Overview

The outcomes of meetings have a huge impact on company strategy, policy and organisation. In order to ensure meetings deliver optimal outcomes, the right investment needs to go into them. As with all aspects of business, meetings need to be chaired in an efficient and professional manner.

### Course aim

To enhance engineers' chairing skills and develop their management skills more fully.

### Course Programme

- Understanding our role before, during and after meetings
- Assessing the effectiveness of engineers' meetings
- Preparing focused agendas for efficient meetings
- Developing key strategies for resolving issues
- Working through agendas and making decisions
- Managing difficult people and situations
- Developing a more productive chairing style

### Learning Objectives

On completing this programme, participants will be able to:

- Prepare more effectively for meetings
- Use a range of strategies to resolve issues
- Manage difficult people and situations more effectively
- Make more decisions and with greater consensus at meetings
- Chair meetings that achieve more results

### Trainer's profile

Tiernan Ivory, MA is a Communication Consultant with over ten years' training experience. He specialises in developing course participants' abilities in the areas of business writing, presentation skills, leadership skills, meeting management and time management.