



CCC Consulting Ltd
providing solutions to your business challenges



Mastering Meetings Masterclass

Effective meetings are vital to any organisation's success and the role of the Chair is key to successful development and growth by continually developing, managing and steering meetings to deliver objectives. Carrying out this role effectively requires advanced knowledge, competencies and behaviours and this course identifies and focuses on how to reach mastery in each of these areas.

The Mastering Meetings Masterclass is a CPD accredited programme designed for those seeking to make a stronger impact in meetings and increase meeting effectiveness, those new to leading meetings or, those in high-potential roles wishing to refresh and further develop their roles. Participants will understand how to realise their potential in leading or attending meetings, understand how to influence and build effective meetings that are correctly focused and demonstrate role model behaviours.

Programme outline

The Mastering Meetings Masterclass is structured to provide in depth training in four areas;

- Roles in meetings and the responsibilities of these roles,
- Planning and managing meetings,
- Behaviour and competencies including how to deliver styles, behaviour, culture, role requirements, etc.
- And putting it all together – addressing challenges and putting it into context

This enables participants to

- Learn and adopt the key skills of an effective Chair (the person leading the meeting, whether or not they have the title of Chair)
- Understand what makes a meeting effective and how they can influence performance
- Understand their own role and those of other meeting attendees
- Learn and create their own development plan of leadership competencies
- Learn useful strategic tools to take away and deploy where needed
- Learn how to assess and develop collaborative and effective meeting teams

The programme includes a toolkit of the models, frameworks and techniques that can be used to develop, assess and manage meetings and a personal action plan to target, monitor and measure progress.



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Programme tutor



Rosemary Cooper-Clark is an experienced and accredited leadership coach and facilitator with unique best practice approaches, an understanding of the NHS and other public, private and third sector Board dynamics. Rosemary possesses Board Level blue chip and public sector experience incorporating leadership, change, people and business management.

Programme testimonials

“I wanted to thank you for an excellent day’s training. You gave us a lot of information, tips and advance and made the whole day fun and interactive. I am more confident about my role, what I should be doing as well as the practical aspects and how to continually improve. I shall certainly apply the learning to my role going forward. I have would have no hesitation in recommending your services to others.”

William Tong (Chair BA CCG)

“Great mix of learning between teaching and interactive sessions. Would highly recommend course to others. 10/10.”

Sarah Mahony (Procurement Manager)

“Very well organised and led. Lovely open style of communication and very knowledgeable and authoritative. I feel more confident as a result and it was fun!”

Ruth Turner (Director, ProCare Ltd)

“I have indicated that my knowledge has decreased as I thought I had a good understanding but following the workshop, I understand that there is a great deal of development to do, both personally and for the organisation. Very comfortable workshop, so much shared and Rosemary motivated the group by engaging. 10/10.”

Jackie Stockill (Board Director, Procure)

The CPD Standards Office

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www.cpdstandards.com



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