

How much does this course cost?

Option 1 and 2

UK costs

£700 per day excluding VAT, materials and expenses (as outlined in our terms and conditions)

USA costs

\$1200 (two trainers if over 30 participants). \$20 per workbook. Please contact amanda@helensandersonassociates.co.uk for further information.

Australia costs

Please contact deb@helensandersonassociates.co.uk for further information.

Materials

UK - The materials required per participant are the Positive and productive Meeting Workbook priced at £14.95

USA and Australia please contact amanda@helensandersonassociates.co.uk or deb@helensandersonassociates.co.uk

We can train up to 20 people on this course.

Positive and Productive Meetings

Positive and Productive Meetings, is an innovative, practical meeting process that ensures that people can listen carefully, think clearly and therefore make effective decisions together.

This process can be used to embed person centred thinking within an organisation and involves:

- Having a clear purpose and outcomes for each meeting.
- Creating a process and environment where people can be listened to and think for themselves.
- Working to people's strengths and sharing responsibility for a successful meeting through people taking different roles.

What does the course cover?

This course will enable you to change your meetings as you learn:

- Techniques for developing a clear purpose and outcomes for each meeting.
- Practical ways of ensuring that everyone's voice is heard in the meeting.
- Simple ways to increase the quality of thinking in the meeting.
- Different tools for problem solving and covering agenda items.
- Graphic templates to record information from meetings.

There are two options

Option 1

Training on how to structure meetings for half-day, then the team will be coached to put information into practice during a team meeting. The team will have their own graphic meeting plan to take away.

Option 2

A one day course for people leading meetings. Training on Positive and Productive Meetings, practical tools, be coached to put these into practice and take them back to use in your meetings.

Who is it for?

Anyone who facilitates or chairs meetings.

What will people be able to do as a result of attending this course?

Change their meetings, so that:

- There are opportunities for people to listen to each other and think together, and therefore make better decisions.
- Roles are shared within the meeting, as people work to their strengths rather than the chair doing everything.
- They have a new, flexible meeting process, and meetings are more positive and productive.

