



ARIVU
Empower • Innovate • Perform

Managing Meetings More Effectively (1-day)

Do you find that meetings go on for too long, not structured effectively, or that you have meetings to arrange meetings and they have no real use whatsoever? Then this course helps you to have highly efficient and effective meetings.

You will learn our unique and simple PPCM method of having successful meetings and be able to take command and control of the meeting and also handle the 'difficult' and troublesome people that come to these meetings.

Using technology and time effectively, especially for virtual meetings, dealing with remote people across distances and countries is essential to managing your time and resources cost-effectively. You will learn what the new technological approaches are to help you communicate your message to people.

You will also develop your communications and assertiveness skills by using powerful and quick questioning and listening techniques, so that you can easily identify the key message that the audience needs and avoid any misunderstandings.

What others have said about these courses:

"I learnt quite a few techniques and pointers that I wasn't aware of before, which I can now put into practice straight away. The trainer was very engaging and it was a very enjoyable course."

- Laura Clarke, Hyundai

To find out more about this course or to enquire about prices, training dates and locations, please contact us on **0871 237 6767 or email us at info@arivu.co.uk**

www.arivu.co.uk

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To Transform Your Business**