

LEADING EFFECTIVE MEETINGS E-LEARNING PROGRAMME



Introduction

LEADING EFFECTIVE MEETINGS eLearning Programme

plus the opportunity to follow it by completing an accredited SQA qualification

Quest (Scotland) Ltd is delighted to introduce a new eLearning programme which will support you in making improvements to how you lead meetings.

Do you:

- Spend too much time at meetings
- Struggle to finish meetings on time
- Avoid meetings whenever possible
- Lack confidence in leading meetings

There may of course be other reasons meetings could be improved.

This elearning programme will provide techniques and tips for you to improve how you lead meetings. It will begin by considering in the first instance why you have meetings, then you will analyse what is happening NOW, by considering how much time you spend in meetings in your working week and for the meetings you actually do attend and/or lead how effective they are?

Once you have a picture of NOW you are then in a really good position to work out what would make things better. You will think about what “good” looks like and also specify what you want to change.

When you have decided on what you want to change we will then provide you with a number of tools and techniques of HOW to improve. At this point we will cover a lot of things including preparation, the agenda, leading the meeting, handling disruptions, communicating effectively and as well as some tools which assist effective decision making during the meetings.

Programme Outline

The Modules

INTRO > VALUE > NOW > WHERE > HOW

- **Introduction** to the elearning programme
- Purpose and **value** of meetings
- **NOW?** What is currently happening with your meetings?
- **WHERE?** What do you want to change?
- **HOW?** Some tools and techniques for making changes
 - Before the meeting
 - During the meeting
 - After the meeting

SVQ Qualification

After you have completed the eLearning you have a chance to ensure you put the skills you developed into practice by completing an SVQ unit in Leading Effective Meetings. This unit is at level 3 and identifies a number of standards that you must demonstrate your competence in. It is achieved by you leading meetings back in the workplace. To achieve this unit you must:

- Lead two meetings (following the standards)
- Prepare agendas and timings for both meetings
- Evaluate the meeting afterwards
- Include minutes for the two meetings
- Be observed by a Quest assessor for 1 of the meetings

Investment

Price per person = £99 (including VAT)

Discounts are available for ordering more than 5 programmes at a time.

The investment includes: elearning access, certificate of completion and email support for 2 weeks after completion of the training.

If you choose to complete the **SVQ unit in Leading Effective Meetings** this will be **£150 + VAT** instead of £200 + VAT.

To find out more about funding opportunities or to register an interest in registering for our eLearning 'Leading Effective Meetings' programme please contact -

laura@questscotland.co.uk or call 01382 668760

