



face value

PERFORMANCE PSYCHOLOGY

Managing Meetings

A half-day skills workshop from Face Value

The working life of the professional manager is defined by meetings. In some organizations, when meetings involve negotiation between parties, it might be the case that 'pre-meetings' for meetings are held. How effective are the meetings you attend or manage? What do you need to do differently when meeting others remotely by video or telephone only?

In this half-day course, you will cover the following learning outcomes through individual, paired, small- and whole-group activities:

- Functions of meetings – focus on why we're meeting in the first place.
- Setting the scene: perceptual, social, motivational and cognitive components of the meeting.
- Opening the 'set': Start, Transact, Evaluate, and Progress.
- Questioning skills.
- Listening skills.
- Inviting and closing down participation.
- Closing the 'set': perceptual, cognitive, motivational, and social components of the meeting.

Course key information

- Half-day course (AM or PM).
- Full-day course formats are also available.
- In-person or virtual delivery (MS Teams).
- 3 hours of delivery + 30 minutes of breaks.
- Interactive sessions with small-group work.
- 12 delegates only (min. 6 required to run).
- Full-colour course workbook.
- Refreshments and pastries upon arrival.
- Open/public: £99 + VAT per delegate.
- In-house: £750 + VAT for 12 delegates.

Face Value is a Sheffield-based business which draws on over 30 years of experience in operational management, leadership development, organizational behaviour and neuropsychological coaching to provide evidence-based, bespoke and practical services to businesses across Yorkshire and the United Kingdom. Get in touch today to discuss how we can help you!