

## Successful meetings & events

How to plan & run events that achieve results

One day training course

### Why this training?

Meetings of one kind or other lie at the heart of most stakeholder engagement work—partnership and collaborative projects, internal and management issues and engaging effectively with communities. Many advanced engagement techniques, such as dialogue, visioning or back casting, also have meetings as part of the overall process.

Meetings are therefore the most basic and essential tool for successfully engaging with stakeholders of any kind. But how many productive, efficient, enjoyable meetings and workshops do you go to?

This practical one day course will introduce you to a detailed and systematic approach to designing events and meetings to get the results you want. The approach can be applied to anything from a 2-hour internal meeting with colleagues, to planning the format for a 3-day conference.

### Who should come?

This course is suitable for anyone who arranges meetings, conferences and events for stakeholder processes, including consultation, partnership working and participative events of all kinds.

### Course aims

- Appreciate the importance of setting clear meeting aims and learn how to do this
- Know how to select an appropriate meeting style and format
- Assessing who the stakeholders are for your event, and tailoring things accordingly
- Consider the roles and interactions of chair, facilitator and speakers in a meeting.
- Be able to use a systematic approach to structuring the meeting in advance.
- Understand the importance of logistics, venue, room layout and other practical issues.
- Assessing the role of presentations and documents in meetings

This course can be commissioned by an organisation or partnership.

We also run the course for mixed participants on demand.

If you would like to register your interest or find out more, please contact us:

Ring to talk about your requirements, 0797 441 4613

or email [enquiries@wetenhallassociates.co.uk](mailto:enquiries@wetenhallassociates.co.uk),