



Leading Effective Meetings

Learning summary	This learning seeks to explore the benefits of having meetings and how to make them effective for everyone attending. Underpinned by the 4 P's, learners will consider creative ways to make meetings engaging and the benefits and constraints of various meeting types.
Learning aims	The aim of this learning is to help learners who lead meetings to take a fresh look at how their meetings are organised and to consider what value their meetings add. Included is a section on types of meetings.
Learning objectives	Learners will be able to: • Identify what a productive meeting comprises of and why it is important • Describe the four steps to an effective meeting (the 4P's) • Explore the benefits and challenges of different types of meeting: face-to-face, virtual and hybrid



Applicable audiences	This learning is suitable for learners who have responsibility for leading meetings				
Pre-requisites	There are no pre-requisites required for this learning				
Delivery method	This learning is delivered by a virtual classroom				
Duration	This learning will take 1 hour 30 minutes to complete				
Materials and resources required	Learners should have access to a computer with an internet connection and Microsoft Teams				
Refresher	This learning should be completed as required				
Minimum learners required	4	Maximum learners required	12	CPD points	1.5