

Teamwork

Effective Meetings

The most common meetings are those which aim to inform, consult, solve problems or make decisions. This module looks at the planning stage, in which you set objectives, create an agenda and decide who will attend the meeting, where it will take place and when. We will also explore some useful hints and tips to make your meeting a success.

In this Module

Videoscribe explainer video, with professional audio (duration: 03:01)

English Subtitles

3 Expanded learning content blocks in the module format

'Check my understanding'
5 Question knowledge check

Top Tips

1. Stick to the agenda.
2. Ensure everyone participates.
3. Clarify all agreed actions.

