



## Meetings, meetings, meetings.....but not a lot to show!

### Meetings Training

OK, maybe a bit of an exaggeration but meetings do take up valuable time and cost a lot. Next time you are in a meeting look at the costs assembled around the table and ask yourself, are we really adding value?

Project Agency can help your meetings to be more effective. How? We can train and support you in a number of ways. We do not know your exact needs however we have listed below some areas where we can help:

- developing a structure for your meetings
- agenda planning and outcome focussed
- keeping to time
- ensuring that the unexpected does not happen
- producing some meeting rules
- chairing skills
- note v minute taking
- deciding whether you need a meeting
- different types of meetings

Why not call us on 020 8446 7766 to discuss your real needs. Our meetings will be brief, to the point and deliver real value! Email us here