

Impact and Influence in Meetings

Meetings and video conferences, whether internal or external, are an important part of every fee earner's working life. The way clients and colleagues see an individual communicate and interact with others, deal with their questions, articulate a discussion, present themselves or lead a meeting, shapes their perception of that individual and their reaction to them.

This course will help participants to understand the behaviours that contribute to the perception others have of them and it will help them learn how to enhance their personal impact and influence in meetings.

Objectives

- How to participate and enhance personal impact in meetings
- Learn which skills help individual to communicate more effectively in meetings
- How to lead a meeting
- Learn how to structure a meeting

Benefits

- Improve contributions to meetings and achieve better outcomes
- Make meetings more creative and productive
- Improve influence with colleagues and clients in meetings
- Time management in meetings for both individuals and the group

Course Content

- Characteristics of effective meetings
- Leading a meeting
- Participating in meetings
- First impressions
- Techniques to enhance personal impact and influence
- Communicating in meetings
- Meeting role play
- Personal development action plan.

Duration

1 day

Group Size

Max group size is 6 to allow the trainers to provide delegates with individual input.

Who should attend

Fee earners who regularly attend internal and external meetings who would like to know how they can enhance their impact in meetings.