

Lynn Wetenhall Associates

facilitating sustainable solutions

Successful events and meetings

How to plan & run events that achieve results and that people enjoy

Why this training?

Meetings of one kind or other lie at the heart of just about any stakeholder process – partnership working, collaborative ventures, internal and management issues and engaging effectively with communities. In addition, whilst there are many high profile techniques available to aid dialogue, discussion and consultation processes (for example, Planning for Real, Visioning Conferences) almost all of them still rely on meetings of some kind as part of the overall process.

Yet despite their importance, meetings are seen as a necessary evil, rather than as what they are - the most basic and essential tool for successfully engaging with stakeholders – from your colleagues through to ‘the community’.

This practical one day course will introduce 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.

The session will be suitable for anyone who arranges meetings, conferences and events for stakeholder processes, including consultation, partnership working and participative events of all kinds.

The Course introduces:

- Exploring the importance of clarifying aims for events.
- Highlighting issues around facilitation, chairing and speakers.
- Understanding different types of events / meetings and their respective fitness for purpose
- Considering issues of logistics, venues, room layout and other important factors for success.

The day will include:

- Reviewing the aims of events;
- Structuring time to get real results;
- A toolkit approach to designing events;
- A chance to work on a real forthcoming initiative of your own with support;
- Dealing with speakers, logistics and venue issues.

If you or your colleagues are interested in this training
email enquiries@wetenhallassociates.co.uk
phone **01392 681664**