



STEPS TO SUCCESS

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Speak Up and Get Heard in Meetings

Professional Development Mini-Masterclass



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Do you ever leave a meeting feeling disappointed your points didn't get heard or were dismissed too readily by the two or three more dominant colleagues doing all the talking?

The **Speak Up and Get Heard in Meetings** module is designed for anyone who wants their views to be listened to, noted in group discussions and actively used in team decision making.

This fast paced 90-minute online module provides participants with the essential evidence-based knowledge and skills to raise their impact in meetings.

The module highlights the importance of speaking up and being listened to by colleagues so that the points raised are used to solve problems and make more effective decisions.

Furthermore, your active participation enhances the overall success of the team, the organisation as whole and your career profile.

Who should attend this module?

Anyone who wants to build their influence in teams, developing their ability to raise their points and be listened to in meetings.

Module outputs

1. Using the latest research to emphasise the profound importance of active participation at meetings
2. Introduction to a powerful meeting planner template
3. Introduction to effective chairing skills
4. Access to a highly impactful evidence-led skillset that can be immediately applied in the workplace

What people say about this interactive module?

“Came out very motivated and focused”

“Solid foundations for establishing successful career habits and skills”