

Running effective meetings

WEBINAR

Thursday 13th June 2024

All Delegates will receive

- Increased knowledge in Running effective meetings
- A set of Course downloads
- A certificate for your appraisal portfolio

Course Accredited for 2 hrs CPD

Introducing your speaker

Tracy Ellis

**Leadership Coach and
Experienced Leadership Trainer**

CIPD Dip (Chartered Institute of Personnel and Development)

City and Guilds PG Teaching Certificate

ILM Coaching Certificate (Level 5)

Fellow Higher Education Academy

Accredited Mediator

Meet the Speaker ...

Tracy Ellis

Tracy Ellis is a leadership coach and experienced leadership trainer.

She previously spent 15 years as a Lecturer in the Business School at Salford University, worked as a HR Professional at Salford Royal Hospital and the Greater Manchester Ambulance Service and as a GP Practice Manager.

For the past 15 years she has worked in Leadership Development roles in 2 universities as well as running her own consultancy.

She is a Fellow of the Higher Education Academy, ILM Authorised Trainer, Co-Chair of the North West Staff Development Network for Higher Education and Professional Member of the European Mentoring and Coaching Council. She is CIPD qualified, has a PG Cert in Teaching and ILM Level 5 Coaching Qualification.

At the University of Liverpool she is currently responsible for enhancing university culture through people development, university managers training, university mentoring scheme and executive coaching provision. She also runs the North West Higher Education Coaches' Network.

Tracy's current external projects include the design and delivery of a Leadership Programme for Clinical Research Leads from institutions across the Horn of Africa who are responsible for a multi million pound "One Health" project which aims to improve the health and wealth of people in the Horn of Africa as well as delivering leadership training for the National Institute for Health Research (NIHR) Scholars Programme for Clinical Academics in the North West.



Your Learning Agenda ...

Running effective meetings

This session will introduce you to a range of tools and techniques to ensure meetings are organised and run effectively. The webinar will include approaches to manage the meeting process, enhance engagement and ensure meeting participants understand their role at the meeting as well as the pre and post meeting expectations.

The session will include:

- ▶ Approaches to organising meetings that enable and encourage change.
- ▶ Introducing elements to ensure that the meeting is run effectively.
- ▶ Defining roles of the meeting participants and empowering individuals to be engaged.
- ▶ Dealing with difference of opinion and conflict in meetings.
- ▶ Templates to help manage the meeting process, outcomes and actions.

Programme ...

14:00 - 15:00pm Webinar Session 1

15:00 - 15:25pm Sponsors

15:25 - 16:00pm Webinar Session 1

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