

## Running Effective Meetings

**Have you ever been to a meeting which didn't keep to time or where there were so many agenda items that not everything was discussed? Are you frustrated by meetings where no decisions are actually made?**

Running effective meetings is often not as simple as it sounds, but it is a skill that can be learnt. This **free** workshop will help you to develop the skills and knowledge to lead effective meetings in which information is shared and collective decisions are made.

### **Who is it for?**

Members of **self help or support groups** (members of **network, site-specific or panel groups** are also welcome)

### **How long is it?**

1-day workshop

### **What will I get out of it?**

Knowledge of how to structure and facilitate effective meetings and how to run to the agreed agenda whilst enabling appropriate discussion as well as understanding practicalities such as minute taking and agenda setting.

### **How do I find out more?**

For more information about how to get involved, please contact [learning@macmillan.org.uk](mailto:learning@macmillan.org.uk) . Your enquiry will be forwarded to your local Learning and Development team for their attention.

[www.macmillan.org.uk/learnzone](http://www.macmillan.org.uk/learnzone)

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