

# Frontline Leadership Programme

**Course Name**

Frontline Leadership - Effective meetings

**Course Description**

Provides the skills, knowledge and techniques to plan, chair, hold and review meetings effectively. It covers ways to enhance your message at meetings.

**Audience**

Anyone who regularly hosts/chairs meetings or regularly attends meetings.

**Duration:** 1 Day(s) **Class Size:** 14

**Competence Name Awarded**

N/A

**Competence Awarded**

N/A

**Course Code**

N/A

**Prerequisite Name**

N/A

**Prerequisite Short Code**

N/A

**Skills Assessment Scheme Regime**

N/A

**Course Type**

Face to Face

**Download Date:** 16/5/2024