Meeting Management

Meetings can be a positive part of organizational life or a drain on the productivity and morale of everyone involved. Making the most of meetings requires skill and focus. Well-managed meetings can enhance the flow of information, build commitment within a team and lead to improved results.

In this course participants will learn how to use tools and techniques to successfully initiate and manage meetings.

Program Outcomes

- Identify elements of effective meetings
- Prepare agenda and plan for meeting logistics
- Handle meeting disruptions effectively
- Stay on time and on task

Learning Process

Learning Content • Meeting Fundamentals • Planning and Preparing • Managing the Meeting • Disruptions, Disruptors and Other Challenges • Making the Most of Your Meetings Learning Reinforcement Tool • Job Aid-Meeting Checklist • Action Learning-Meeting Plan

Program Length 4 Hours

Potential Applications

All or part of this course could be part of a solution to help organizations with the following:

- To increase efficiency and focus of all meetings
- As part of a larger program for a project or market launch to set ground rules and expectations for how meetings will be conducted