

## Meeting Management

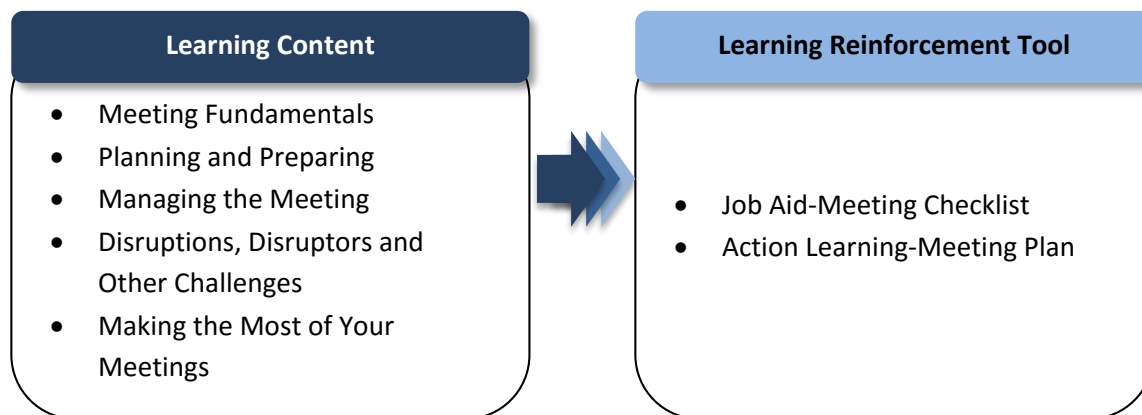
Meetings can be a positive part of organizational life or a drain on the productivity and morale of everyone involved. Making the most of meetings requires skill and focus. Well-managed meetings can enhance the flow of information, build commitment within a team and lead to improved results.

**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



**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