

Effective Meeting Management

Employees often cite meetings as the most significant cause of wasted time and research confirms that fact. Many professionals spend up to 30% of their time in ineffective meetings. This course is designed to improve the effectiveness of every meeting, thereby increasing employee effectiveness and productivity. This course will provide participants with the essential knowledge and practical skills to run effective meetings. The exercises embedded within the course follow meeting protocol and will provide participants with many opportunities to practice the skills they are learning in class.

Who Should Attend

Anyone who wants to improve the effectiveness of the meetings they run or attend.

What You Will Learn

- Increase meeting success through planning and preparation
- Conduct meetings that are productive and effective
- Avoid common meeting pitfalls and problems.
- Gain greater confidence in conducting meetings with peers, management and clients
- Practice meeting management tools and techniques



Course Outline

1. Plan the Meeting

- Meeting Planning Questions
- Why? - Purpose
- Who? - Participants
- What? - Objectives & Agenda
- Where and How? – Live or Virtual

2. Prepare the Meeting

- What to prepare
- How to remember

3. Perform the Meeting

- Format & Guidelines
- Roles & Responsibilities
- Facilitating Discussion
- Obtaining Participation
- Brainstorming
- Questions & Answers
- Decision-Making
- Handling Difficult Behavior

4. Post-Meeting Activities

- Meeting Notes
- Evaluation Checklist