

Meeting Management: The Art of Making Meetings Work

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day workshop will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

Members of such a group want to get some kind of result out of their time together: solving problems, brainstorming, or simply sharing information. At its best, such a group knows what it is about, and knows and utilizes the strengths of individual members.

What Will Students Learn?

- ✓ Understand the value of meetings as a management tool
- ✓ Recognize the critical planning step that makes meeting time more effective
- ✓ Identify process tools that can help create an open and safe forum for discussion
- ✓ Develop and practice techniques for handling counterproductive behaviors

What Topics are Covered?

- ✓ The basics for effective meetings
- ✓ The best and worst of meetings
- ✓ Holding productive meetings
- ✓ Preparing for meetings
- ✓ Setting the place
- ✓ Leading a meeting
- ✓ Process and content
- ✓ How to control a meeting
- ✓ A plan for success

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ Personalized certificate of completion