



Conducting Effective Meetings

Overview: This course will explore how to reduce waste and make meetings more efficient. This is a hands-on training course and student participation will help make it a valuable experience. Participants will begin the process of developing their skills along with others who share the same desire to improve their meeting management skills.

Prerequisites: There are no prerequisite requirements for this course.

Course Length: One Day

Course Content

Lesson 1: Getting Started

Workshop Objectives

Lesson 2: Planning and Preparing (I)

Identifying the Participants
Choosing the Time and Place
Creating the Agenda

Lesson 3: Planning and Preparing (II)

Gathering Materials
Sending Invitations
Making Logistical Arrangements

Lesson 4: Setting up the Meeting Space

The Basic Essentials
The Extra Touches
Choosing a Physical Arrangement

Lesson 5: Electronic Options

Overview of Choices Available
Things to Consider
Making a Final Decision

Lesson 6: Meeting Roles and Responsibilities

The Chairperson
The Minute Taker
The Attendees
Variations for Large and Small Meetings

Lesson 7: Chairing a Meeting (I)

Getting Off on the Right Foot
The Role of the Agenda
Using a Parking Lot

Lesson 8: Chairing a Meeting (II)

Keeping the Meeting on Track
Dealing with Overtime
Holding Participants Accountable

Lesson 9: Dealing with Disruptions

Running in and Out
Cell Phone and PDA Ringing
Off on a Tangent
Personality Conflict

Lesson 10: Taking Minutes

What are Minutes?
What do I Record?
A Take-Home Template

Lesson 11: Making the Most of Your Meeting

The 50 Minute Meeting
Using Games
Giving Prizes
Stuffed Magic