



Course Title: Running Effective Meetings

Course Length: 1 day

Time Online: N/A

Time in Class: 8 hours

Time in Lab: N/A

Class Size: Minimum 6 / Maximum 15

Price Per Student: \$2,795.00

Location: Company Site

Course Description

This course will teach participants the impact of running effective meetings and how to do it. It will train participants in meeting management and facilitation techniques. In managing meetings, this course will provide the correct approach to planning, conducting and participating in business meetings, including how to send proper notices, design effective agendas and using technology for greater efficiency. Participants will have an understanding of various facilitation techniques and customizing the meeting per the audience and need.

Course Learning Objectives

Participants will learn to:

- Prepare for effective business meetings
- Design an agenda that promotes action and efficiency
- Deal with common meeting problems
- Understand other communication tools when a meeting isn't necessary
- Facilitate meetings for maximum outcome
- Create action items out of meeting participation