

Effective Meeting Strategies

Length: 1 day

Improve Your Skills and Improve Your Meetings

We've all experienced a meeting that seemed to drag on and on with nothing accomplished. This short course will teach you how to improve your meeting facilitation skills so your team doesn't have to sit through another one.

Your skill at leading and managing project team meetings is critical to keeping your team focused and accomplishing its goals. From determining when and if a meeting is needed to documenting an agenda and minutes, every step of the meeting plan is explored so you can become more comfortable leading and managing.

What You Will Learn

- Importance of meeting planning
- The meeting agenda
- Key facilitation skills
- How to keep on track

Course Outline

SETTING UP FOR SUCCESS

- When to hold a meeting - and when not
- Establishing the purpose
- Who to invite
- How long to budget

PLANNING MEETING DETAILS

- The meeting agenda
- Handouts

CONDUCTING THE MEETING

- Facilitation skills
- Setting the ground rules
- Managing the discussion
- Staying on topic
- Staying on time
- Dealing with dominant people
- Dealing with conflict

FOLLOWING UP

- Meeting minutes
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