



622-P24-CE



In-Class



8 hours



EGP 1940

Course Description:

This program is designed to give participants the basic tools needed to initiate and manage meetings. They will learn planning and leading techniques that will give them the confidence to run a meeting that will engage the attendees and leave a positive and lasting impression. Through this workshop, participants will learn the needed skills in planning and implementing a successful meeting. The Meeting Management workshop will explore how to reduce waste and make meetings more efficient. This is a hands-on workshop, and your participation will help make it a valuable experience. Use this time to begin the process of developing your skills along with other participants who share the same desire to improve their meeting management skills.

Target Audience:

This course is intended for staff in the organization.

Course Objectives:

By the end of this course participants will be able to:

- Differentiate between Planning and Preparing.
- Explain Meeting Roles and Responsibilities

Course Outline:

Module 1: Planning and Preparing

- Planning and Preparing
 - o Identifying the Participants
 - o Choosing the Time and Place
 - o Creating the Agenda
 - o Gathering Materials
 - o Sending Invitations
 - o Making Logistical Arrangements
- Setting up the Meeting Space
 - o The Basic Essentials
 - o The Extra Touches
 - o Choosing a Physical Arrangement
- Electronic Options
 - o Overview of Choices Available
 - o Things to Consider
 - o Making a Final Decision

Module Two: Meeting Roles and Responsibilities

- Meeting Roles and Responsibilities
 - o The Chairperson



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- o The Minute Taker
- o The Attendees
- o Variations for Large and Small Meetings
- Chairing a Meeting
 - o Getting Off on the Right Foot
 - o The Role of the Agenda
 - o Using a Parking Lot
 - o Keeping the Meeting on Track
 - o Dealing with Overtime
 - o Holding Participants Accountable
- Dealing with Disruptions
 - o Running in and Out
 - o Cell Phone and PDAs Ringing
 - o Off on a Tangent
 - o Personality Conflict
- Taking Minutes
 - o What are Minutes?
 - o What do I Record?
 - o A Take-Home Template
- Making the Most of Your Meeting
 - o The 50 Minute Meeting
 - o Using Games
 - o Giving Prizes
 - o Stuffed Magic

Assessment Strategy

Participants will be informally assessed based on their interaction during sessions and their participation in group exercises

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English

Prerequisites:

Intermediate level of English language proficiency