

Results Over Rhetoric: Smarter Meeting Strategies

Skills for Success



9042



In-Class



8 hours

Course Description:

This course is designed to provide participants with the essential tools and techniques for planning, conducting, and following up on effective meetings. Through interactive sessions and practical exercises, participants will learn to establish clear agendas, foster participant engagement, manage time efficiently, and facilitate focused, results-oriented discussions.

Target Audience:

Team Leaders & Supervisors

Course Objectives:

- Understand the importance of running effective meetings.
- Describe the factors that cause meetings to fail.

Course Outline

Module 1: Maximizing Meeting Effectiveness: Value, Strategies, and

Formats

- Value of Meetings in the Organization
- Making Meetings Work
- Formal and Informal Meetings

Module 2: Effective Meeting Management: Roles, Leadership, and Challenges

- Roles and Responsibilities within Meetings
- Leading a Meeting
- Why Meetings Fail

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 Material
Bilingual Explanation

Prerequisites:

N/A