PROFESSIONAL DEVELOPMENT TRAINING

Meeting Management Training

REQUEST QUOTE

1.0 DAY COURSE

Poorly managed meetings can be a complete waste of time by taking employees away from their actual work and achieving little. This Meeting Management Training course is designed to provide managers, executive assistants and other officers with the skills to manage formal, informal and e-meetings that are productive and effective.

This course covers the following topics: preparation of clear & concise meeting agenda, choosing the attendees, assigning attendees' meeting roles & responsibilities, determining the right time & place based on meeting type, learning the use of electronic options to reduce unnecessary face to face meetings, dealing with disruptions and conflicts, learning the use of other meeting management tools and techniques and more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Managers spend substantial time planning, attending and running meetings, yet they are too often perceived as unproductive and frustrating experiences.

When meetings are effectively run, people are engaged and can generate collaboration, trust, deliverables, commitment and actions that lead to a desired outcome. They enjoy participating and being a part of a productive team.

This Meeting Management Training Course assists participants with the meeting conventions and protocols for managing formal, informal and e-meetings. Participants learn to apply tools and techniques in planning, participation, and concluding of successful meetings. Course activities include building a positive climate during a meeting, and following the best practices of verbal and nonverbal communication.

Outcomes

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

- Plan & prepare for meetings
- Identify the correct participants
- Gain insight into choosing the right time & place based on meeting type, attendees & necessary outcomes
- Create clear & concise meeting agendas
- Set up meeting spaces for maximum efficiency
- Learn how to incorporate electronic options for remote participants
- Define & assign meeting roles & responsibilities
- Use an agenda for meeting management garnering a desired outcome & accountability
- Chair meetings effectively by dealing with disruptions, professionally handling personality conflicts and taking meeting minutes.

Modules

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Planning for the Meeting
- Who Should Attend?
- Where Should it Take Place?
- Writing the Agenda

Lesson 3: Preparing for the Meeting
- What Do You Bring?
- Electronic or Physical Invitations?
- Scheduling and Logistics

Lesson 4: Preparing a Meeting Space
- Minimum Requirements
- Nice Extras to Consider
- Choose a Physical Room Layout

Lesson 5: Electronic Aids/Devices
- Options to Consider
- Having a Plan B
- Decide and Test

Lesson 6: Roles and Responsibilities
- The Chairperson
- The Minute Taker
- The Attendees
- Large vs Small Meetings

Lesson 7: Chairing a Meeting - Part One
- Positive Start
- The Agenda Rules
- Parking Lot Options

Lesson 8: Chairing a Meeting - Part Two
- Keep the Meeting on Target
- Managing Overtime
- Holding Attendees Accountable

Lesson 9: Managing Disruptions
- Late Arrivals/Early Exits
- Mobile Phones Policy
- Off Topic Discussions

Lesson 10: Minute Taking
- Minutes Explained
- Taking Minutes
- Minute Templates Reviewed

- Conflict Resolution
- Ending and Follow-up Action Items

Lesson 11: Getting the Most from Business Meetings

- Keeping Meetings Under One Hour
- Meeting Gamification
- Using Prize Draws
- Other Incentives to Consider

Talk to our expert team

Phone:

Email: