

Meeting Management

_(1 Day)

Make your meetings less painful and more productive!

Meetings don't have to be a sore spot just because most organizations struggle with them. There are proven meeting processes that many organizations have adopted as the foundation for better meetings. This one-day class will show you how to gain control over your meetings. Attended by all members of your organization, it can transform your meetings!

During this workshop, you will:

- Learn the foundations for good meetings
- Identify the roles and responsibilities of each meeting participant
- Master the disciplines that will transform your meetings

Who should attend this course?

- Executives, managers, staff
- Anyone who runs or attends meetings

Course Outline:

Day 1

- Why meetings are ineffective
- The Meeting Process
 - Roles and responsibilities
- Preparing for meetings
- Running meetings
- Meeting follow-up
- Embracing effective meeting processes