

CONDUCTING MEETINGS

PM06.20

This course teaches the fundamentals on planning, participating in, and concluding successful meetings. Students learn how to establish the purpose and agenda of a meeting and facilitate participants' progress toward the meeting goals. Leadership abilities will also be explored through interactive exercises that simulate facilitation of situation analysis, brainstorming, creative thinking exercises and managing conflict among meeting participants. Course activities also cover building a positive climate during a meeting and following best practices of verbal and nonverbal communication.

PREREQUISITES

- None

LEARNING OBJECTIVES

- Identify the benefits, types and misconceptions about meetings
- Learn how to plan, participate and close a meeting
- Identify the types of meeting leaders and the characteristics of an effective meeting leader
- Discover the process to follow when making decisions in a meeting
- Identify the main causes of conflict and the ways to resolve conflict in meetings
- Identify the ways for meeting leaders to communicate in a meeting
- Define types of effective questions during a meeting
- Learn the steps to improve nonverbal communication

WHO SHOULD ATTEND

- Project managers
- All professions that want to be more effective at conducting meetings

COURSE OUTLINE

- Fundamentals of conducting meetings
- Managing meetings
- Conflicts, climates, and difficult personalities
- Meeting communications and asking questions

There are numerous exercises to reinforce the concepts taught in this class.

CLASS LENGTH

- One Day (8 PDUs)