

## MEETING MANAGEMENT

PM06.29

Conducting effective meetings is a critical success factor in accomplishing business activities. The ability to run a good meeting is both a skill and an art. A good meeting involves the technical aspects to prepare, conduct, and follow-up. This class will help students develop the skills to be a productive meeting participant and to run an effective meeting.

### PREREQUISITES

- None

### LEARNING OBJECTIVES

At the end of this class, each student should understand:

- How to identify the benefits and types of meetings
- How to plan, participate and close a meeting
- How to be an effective meeting leader and facilitate meetings
- How to communicate and address various personalities in a meeting setting

### WHO SHOULD ATTEND

- Individuals who facilitate or attend meetings

### COURSE OUTLINE

- Meeting Fundamentals
- Conducting Meetings
- Meeting Leaders and Facilitation Skills
- Meeting Communications and Personalities

### CLASS LENGTH

- One-half day (4 Total PDUs - 2 Technical / 2 Leadership / 0 Strategic)