



Meeting Management

The Art of Making Meetings Work

Description: Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This course will be concerned with small working meetings--with groups that have a job to do requiring the energy, commitment, and talents of those who participate. Members of such a group want to get some kind of result out of their time together; solving problems, setting goals or priorities, or simply defining with each other some mutual needs and fears and hopes. At its best, such a group knows what it is about, and knows and utilizes the strengths of individual members.

Session One: Course Overview.

Session Two: The Basics for Effective Meetings

Session Three: The Best and the Worst of Meetings

- Group Discussion

Session Four: Holding Productive Meetings

- Keys to Productivity
- Case Study

Session Five: Preparing for Meetings

Session Six: Agendas

- Setting an Agenda
- In Order

Session Seven: Setting the Place

Session Eight: Leading a Meeting

- Functions of a Leader
- Group Exercise
- Your Role as Group Leader

Session Nine: Process and Content

- Definitions
- Rules of Work
- The Six Thinking Hats
- Facilitation

Session Ten: How to Control a Meeting

- Dealing with Difficult People
- Mix and Match

Session Eleven: A Plan for Success

- Workshop Wrap-Up