

# **Meeting Management**

## **Course Overview**

This course is designed to give participants the basic tools needed to initiate and manage their meetings. They will learn planning and leading techniques that will give them the confidence to run a meeting that will engage the attendees and leave a positive and lasting impression. Through this course, participants will learn the needed skills in planning and implementing a successful meeting.

### **Module 01 – Getting Started**

### **Module 02 – Planning and Preparing (I)**

### **Module 03 – Planning and Preparing (II)**

### **Module 04 – Setting Up the Meeting Space**

### **Module 05 – Electronic Options**

### **Module 06 – Meeting Roles and Responsibilities**

### **Module 07 – Chairing a Meeting (I)**

### **Module 08 – Chairing a Meeting (II)**

### **Module 09 – Dealing with Disruptions**

### **Module 10 – Taking Minutes**

### **Module 11 – Making the Most of Your Meeting**

### **Module 12 – Wrapping Up**