

Running Effective Meetings

Course Number: 4106

Length: 1 Day

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Learn to prepare for various types of meetings and facilitate them effectively. Explore how careful planning before, during, and after the meeting will address the challenges of wasted time, inefficiency, and ineffectiveness.

Intended Audience

This course is designed for individuals who want to learn the principles, tools, and techniques that everyone can use to make meetings more effective.

Client-Provided Facility Requirements

- Break-out rooms (remote participants for exercises, 4-5 participants in a room)

Course Learning Objectives

- Analyze how to plan effective meetings
- Demonstrate an understanding of effective meeting facilitation techniques

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Planning for Meetings
LUNCH	
AFTERNOON	Module 2: Facilitating Effective Meetings

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Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Communications and Marketing
- Level: Basic
- CPEs: 8

Professional Development Units (PDUs)

- Credits: 7

Continuous Learning Points (CLPs)

- Credits: 8

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Suggested

- [Interpersonal Skills: Developing Effective Relationships](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

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Follow-On Resources

- [Briefing and Presentation Skills](#)
- [Group Facilitation](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4106>



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