

Frequently Asked Questions

Course Title: Running Effective Meetings

Course #: 4106

Duration: 1 Day

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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

3. What will I learn how to do in this course?

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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

Suggested:

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

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

Frequently Asked Questions

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 8

NASBA Field of Study: Communications and Marketing

NASBA Level: Basic

CEUs: 0.6

PDU: 7

CLPs: 8

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).