

# Meeting Management

Meetings require skill and technique in order for the meeting to achieve its purpose. Disorganized and poorly managed meetings waste time and hurt your credibility as a Manager. Consistently leaving a poor impression in a meeting with the attendees will haunt you if left unchecked.

## Modules

- Planning and Preparing Meetings
- Identifying the Participants
- How to choose the time and place?
- How to create the agenda?
- How to set up the meeting space?
- How to incorporate your electronic options?
- Meeting Roles and Responsibilities
- Chairing a Meeting
  - Getting off on the right foot
  - Keep the meeting on track
  - Holding participants accountable
- Dealing with Disruptions
- Personality conflicts
- Taking minutes of meeting
- Making the most of your meeting using games, activities and prizes

## Learning Outcomes

The Meeting Management Workshop is designed to give the participants the basic tools needed to initiate and manage meetings and planning and leading techniques that will give you the confidence to run a meeting that will engage your attendees and leave a positive and lasting impression.



## 2 Day Workshop

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned