Learnsoft
ENTERPRISE TRAINING

Effective Meeting Strategies

Length: ½ Day

Improve Your Skills and Improve Your Meetings

We have all experienced a meeting that seemed to drag on and on with nothing accomplished. This course will teach you how to improve your meeting facilitation skills so your team does not have to sit through another one.

Your skill at leading and managing project team meetings is critical to keeping your team focused and accomplishing its goals. From determining when and if a meeting is needed to documenting an agenda and minutes, every step of the meeting plan is explored so you can become more comfortable leading and managing.

COURSE CONTENT

1. **SETTING UP FOR SUCCESS**
   - When to hold a meeting - and when not
   - Establishing the purpose
   - Who to invite
   - How long to budget

2. **PLANNING MEETING DETAILS**
   - The meeting agenda
   - Handouts

3. **CONDUCTING THE MEETING**
   - Facilitation skills
   - Setting the ground rules
   - Managing the discussion
   - Staying on topic
   - Staying on time
   - Dealing with dominant people
   - Dealing with conflict