

## Meeting Management

This workshop is designed to give your participants the basic tools you need 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 workshop your participants will learn the needed skills in planning and implementing a successful meeting.

The Meeting Management workshop will explore how to reduce waste and make meetings more efficient. This is a hands-on workshop and your participation will help make it a valuable experience. Use this time to begin the process of developing your skills along with other participants who share the same desire to improve their meeting management skills.



### Course Outline:

#### Module One: Getting Started

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

#### Module Two: Planning and Preparing (I)

- Identifying the Participants
- Choosing the Time and Place
- Creating the Agenda

#### Module Three: Planning and Preparing (II)

- Gathering Materials
- Sending Invitations
- Making Logistical Arrangements

#### Module Four: Setting up the Meeting Space

- The Basic Essentials
- The Extra Touches
- Choosing a Physical Arrangement

#### Module Five: Electronic Options

- Overview of Choices Available
- Things to Consider
- Making a Final Decision

**Module Six: Meeting Roles and Responsibilities**

- The Chairperson
- The Minute Taker
- The Attendees
- Variations for Large and Small Meetings

**Module Seven: Chairing a Meeting (I)**

- Getting Off on the Right Foot
- The Role of the Agenda
- Using a Parking Lot

**Module Eight: Chairing a Meeting (II)**

- Keeping the Meeting on Track
- Dealing with Overtime
- Holding Participants Accountable

**Module Nine: Dealing with Disruptions**

- Running in and Out
- Cell Phone and PDA's Ringing
- Off on a Tangent
- Personality Conflict

**Module Ten: Taking Minutes**

- What are Minutes?
- What do I Record?
- A Take-Home Template

**Module Eleven: Making the Most of Your Meeting**

- The 50 Minute Meeting
- Using Games
- Giving Prizes
- Stuffed Magic

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations