

Course Description

Building and Managing Effective Meetings AMS220

Overview

In today's time crunched environment, planning and implementing effective meetings that accomplish stated goals is a critical skill. This course will teach participants how to plan and conduct focused and goal directed meetings that will accomplish defined objectives utilizing a minimum amount of time and effort.

After completion of this workshop, participants will be able to:

- Identify the types of meetings and the different styles each calls for to determine which is best for you
- Avoid wasting attendee's time by determining if the meeting should be called and who should be invited to attend
- Attend to details for the meeting and reduce the duration of the meeting
- Identify ways to communicate clearly and effectively with your audience
- Explore guidelines to make meetings effective and focus members on key issues
- Select the best medium for the message and ensure the visual aids supplement the meeting
- Display basic presentation skills for effective facilitation



Format

This course is highly interactive and adaptive to participant's interests and needs. A discussion approach is used and is accompanied by individual and team exercises. The coverage is practical but intense and designed to impart usable skills for each participant.

Delivery Options

Duration

1 day/ on-line 6 hours

Who Should Attend

Managers, supervisors, team leaders, project managers, division heads and any person responsible for planning and conducting meetings would benefit by taking this course.