



Running Effective Meetings

Course ID #: 7000-090-ZZ-Z

Hours: 14

Course Content

Course Description:

In this course you will cover the fundamentals of conducting meetings, managing meetings and the role of leaders, dealing with conflicts, various meeting climates, and difficult personalities, communicating clearly and using effective language, listening effectively and asking questions & communicating non-verbally. This course will incorporate group exercises and mock meetings to learn how to have a successful meeting.

Prerequisites:

None.

Topics:

Day 1 –

Fundamentals of Conducting Meetings

- The Purpose of Meetings
- Planning Meetings
- Participating in Meetings
- Closing Meetings

Managing Meetings

- The Role of Leaders
- Decisions and Ideas
- Eliminating Groupthink

Conflicts, Climates, and Difficult Personalities

- Resolving Conflicts
- Meeting Climates
- Difficult Personalities

Communicating as Meeting Leaders

- Communicating Clearly
- Using Effective Language
- Listening Effectively and Asking Questions
- Improving Listening Skills
- Asking Effective Questions
- Communicating Nonverbally
- Nonverbal Communication
- Interpreting Nonverbal Communication

Day 2 –

Group Exercises and Mock Meetings

Register for this class by visiting us at:

www.tcworkshop.com or calling us at 800-639-3535