



Succeed in all five meeting management stages

## Conducting Effective Meetings Workshop Description

### Overview

*Conducting Effective Meetings* provides a process, tools, templates and practice to help participants succeed in each of the five stages of a meeting- Planning, Opening, Conducting, Closing and Following Up. Each participant will also receive pre-formatted meeting management tools for use on the job.

### Objectives

Upon completion of this workshop participants will be able to:

- Use a meeting management model to effectively plan, open, conduct, close and provide follow up to a meeting.
- Apply meeting management tools.
- Identify specific benefits and techniques for using electronic meeting support tools.
- Deal with troublesome behaviors that arise in meetings.
- Follow up on commitments made during a meeting.

### Learning Methods and Delivery

*Conducting Effective Meetings* utilizes the latest in adult learning methodology including large and small group discussion, small group activities and practice, use of real on-the-job examples and individual application.

*Conducting Effective Meetings* can be delivered by our facilitators or certified client facilitators.

### Target Audience

Anyone in the organization responsible for conducting meetings

### Learning Time

3 to 4 hours

### Class Size

Typical class size 12 to 20



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