

***PERS 122: Conducting Effective Meetings**

Length: 7 hours

Dates: May 05 - June 15 (Online)

In today's business world where time is precious, no one wants to leave a meeting feeling like their time was wasted because nothing was accomplished. Most unproductive meetings can be attributed to a lack of planning, execution or follow-up. This seminar in conducting effective meetings focuses on the three key stages of holding a meeting and how to ensure that yours is productive and successful.

Module 1: Before the Meeting

- Determine the potential cost of a meeting.
- Determine whether holding a meeting is the best action.
- Complete a "Planning the Meeting" process— 16 Steps to Get on Track.

Module 2: The Role of the Chairperson

- Plan a relevant Agenda.
- Establish the correct tone and set-up for a meeting.
- Describe six strategies to conduct meetings as a leader, not a dictator.
- Plan strategies for dealing effectively with disruptive behaviour and emotional issues.
- Outline actions you must take to close meeting items.

Module 3: The Participant's Role

- Determine whether the meeting is a valuable use of your time.
- Identify, in advance, the value you bring to the meeting.
- Assess your listening skills.
- Compare measures of meeting effectiveness.

Module 4: The Practice of Meetings

- Summarize the elements of effective and accurate minutes that reflect the tone and spirit of the meeting.
- Recognize appropriate phone-conference etiquette.
- Describe three meeting solutions you can use to update your team in 10 energy-packed minutes.
- Create a personal action plan for conducting your future meetings effectively.