



This course teaches students about planning, participating in, and concluding successful meetings. Students learn how to establish the purpose and agenda of a meeting, facilitate participants' progress toward the meeting goals, improve their leadership abilities, facilitate situation analysis, brainstorming, and decision making, foster creative thinking, manage conflict among meeting participants. Course activities also cover building a positive climate during a meeting and following best practices of verbal and nonverbal communication.

Effective Meetings is a one day course.

#### Prerequisites

- Project Management concepts or completion of project management fundamentals course.

#### Content

- Fundamentals of conducting meetings
- Planning meetings
- Managing meetings
- The role of leaders
- Conflicts, climates, and difficult personalities
- Communicating as meeting leaders
- Listening effectively and asking questions
- Asking effective questions
- Communicating nonverbally