



Professional Development Training - Meeting Management Course

In 2005, the Ayers group reported that in the United States alone, 25 million hours were spent in meetings. Half of those hours were wasted. With an average American hourly wage of \$16 per hour, that is a minimum of \$200 million dollars in waste. (Considering that the average meeting attendant is at the management level or higher, that figure is a very low estimate.) So how do you reduce waste and make your meetings more efficient? Take this workshop to find out!

Meeting Management Training Course Module One: Getting Started

- #Icebreaker
- #Ground rules
- #The parking lot
- #Workshop objectives
- #Action plans and evaluation forms

Meeting Management Training Course Module Two: Planning and Preparing, Part One

- #Identifying the Participants
- #Choosing the Time and Place
- #Creating the Agenda

Meeting Management Training Course Module Three: Planning and Preparing, Part Two

- #Gathering Materials
- #Sending Invitations
- #Making Logistical Arrangements

Meeting Management Training Course Module Four: Setting up the Meeting Space

- #The Basic Essentials
- #The Extra Touches
- #Choosing a Physical Arrangement

Meeting Management Training Course Module Five: Electronic Options

- # Overview of the Choices Available
- # Things to Consider
- # Making a Final Decision

Meeting Management Training Course Module Six: Meeting Roles and Responsibilities

- # The Chairperson
- # The Minute Taker
- # The Attendees
- # Variations for Large and Small Meetings

Meeting Management Training Course Module Seven: Chairing a Meeting, Part One

- # Getting Off on the Right Foot
- # The Role of the Agenda
- # Using a Parking Lot

Meeting Management Training Course Module Eight: Chairing a Meeting, Part Two

- # Keeping the Meeting on Track
- # Dealing with Overtime
- # Holding Participants Accountable

Meeting Management Training Course Module Nine: Dealing with Disruptions

- # Running in and Out
- # Cell Phones and Pagers Ringing
- # Off on a Tangent
- # Personality Conflicts

Meeting Management Training Course Module Ten: Taking Minutes

- # What are Minutes?
- # What Do I Record?
- # A Take-Home Template

Meeting Management Training Course Module Eleven: Making the Most of Your Meeting

- #The 50 Minute Meeting
- #Using Games
- #Giving Prizes
- #Stuffed Magic

Meeting Management Training Course Module Twelve: Wrapping Up

- #Words from the Wise
- #Review of Parking Lot
- #Lessons Learned
- #Completion of Action Plans and Evaluations