



## Meeting Management Training Course Outline

### Foreword:

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.)

### Learning Outcomes

#### By the end of this course participants will be able to:

- Planning and Preparing
- Identifying the Participants
- How to choose the time and place
- How to create the agenda
- How to set up the meeting space
- How to incorporate your electronic options
- Meeting Roles and Responsibilities
- Use an agenda
- Chairing a Meeting
- How to deal with disruptions
- How to professionally deal with personality conflicts
- How to take minutes
- How to make the most of your meeting using games, activities and prizes

### Course length:

1-day

<p>Meeting Management Training Course - Lesson 1 <b>Planning and Preparing - Part One</b></p> <ul style="list-style-type: none"> <li>• Identifying the Participants</li> <li>• Choosing the Time and Place</li> <li>• Creating the Agenda</li> </ul>	<p>Meeting Management Training Course - Lesson 2 <b>Planning and Preparing - Part Two</b></p> <ul style="list-style-type: none"> <li>• Gathering Materials</li> <li>• Sending Invitations</li> <li>• Making Logistical Arrangements</li> </ul>
<p>Meeting Management Training Course - Lesson 3 <b>Setting up the Meeting Space</b></p> <ul style="list-style-type: none"> <li>• The Basic Essentials</li> <li>• The Extra Touches</li> <li>• Choosing a Physical Arrangement</li> </ul>	<p>Meeting Management Training Course - Lesson 4 <b>Electronic Options</b></p> <ul style="list-style-type: none"> <li>• Overview of the Choices Available</li> <li>• Things to Consider</li> <li>• Making a Final Decision</li> </ul>

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<p>Meeting Management Training Course - Lesson 5 <b>Meeting Roles and Responsibilities</b></p> <ul style="list-style-type: none"><li>• The Chairperson</li><li>• The Minute Taker</li><li>• The Attendees</li><li>• Variations for Large and Small Meetings</li></ul>	<p>Meeting Management Training Course - Lesson 6 <b>Chairing a Meeting - Part One</b></p> <ul style="list-style-type: none"><li>• Getting off on the Right Foot</li><li>• The Role of the Agenda</li><li>• Using a Park Lot</li></ul>
<p>Meeting Management Training Course - Lesson 7 <b>Chairing a Meeting - Part Two</b></p> <ul style="list-style-type: none"><li>• Keeping the Meeting on Track</li><li>• Dealing with Overtime</li><li>• Holding Participants Accountable</li></ul>	<p>Meeting Management Training Course - Lesson 8 <b>Dealing with Disruptions</b></p> <ul style="list-style-type: none"><li>• Running In and Out</li><li>• Mobile Phones and Pagers Ringing</li><li>• Off on a Tangent</li><li>• Personality Conflicts</li></ul>
<p>Meeting Management Training Course - Lesson 9 <b>Taking Minutes</b></p> <ul style="list-style-type: none"><li>• What are Minutes?</li><li>• What do I Record?</li><li>• A take-home Template</li><li>• Closing</li></ul>	<p>Meeting Management Training Course - Lesson 10 <b>Making the most of your Meeting</b></p> <ul style="list-style-type: none"><li>• The 50 Minute Meeting</li><li>• Using Games</li><li>• Giving Prizes</li><li>• Stuffed Magic</li></ul>

**Meeting Management** is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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