

## Course duration

- 1 day

## Course Benefits

- Build a foundation for a successful meeting.
- Prepare for a meeting.
- Set the stage for a meeting.
- Facilitate a meeting.
- Facilitate a specialized meeting.

## Course Outline

1. Building a Foundation for Successful Meetings
  1. Identify Types of Meetings
  2. Identify Attributes of Strong Meeting Leaders
2. Preparing for a Meeting
  1. Clarify the Purpose of the Meeting
  2. Identify Participants
  3. Plan Meeting Logistics
  4. Create an Agenda
3. Setting the Stage for a Meeting
  1. Establish a Meeting Climate
  2. Resolve Challenging Situations
4. Facilitating a Meeting
  1. Lead a Meeting
  2. Make Sound Decisions
  3. Publish Meeting Minutes
  4. Close a Meeting
5. Facilitating Specialized Meetings
  1. Manage a Brainstorming Session
  2. Manage a Virtual Meeting
  3. Manage an International Meeting

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

