



OPERATIONAL LEADERSHIP: managerial

HOLDING SUCCESSFUL MEETINGS

Whether leading a meeting, or simply participating, it is important to get the most out of the time spent. Holding Successful Meetings teaches participants to plan and organize efficient meetings, conduct meaningful meetings, and interact appropriately in meetings. The class includes techniques to help participants write effective agendas, use timesaving tactics, and employ efficient methods for keeping meetings on task, as well as tips for making meetings meaningful.

