



Holding Successful Meetings

Objectives:

By the end of this workshop, participants will be able to:

- Identify the necessary skills for managing meetings effectively
- Plan and organize efficient meetings
- Effectively conduct meaningful meetings
- Interact appropriately in meetings



Summary

Holding Successful Meetings instructs participants in getting the most out of their meetings, whether they are conducting the meeting or participating.

The course includes techniques to help you write effective agendas, time-saving tactics, efficient methods for keeping the meeting on task, and tips for making the meeting meaningful even when you are not in charge.