

Getting The Most From Your Meetings : Getting The Most From Your Meetings

Discover why some meetings fail and learn proven techniques for making meetings more productive. Gain tips related to the four essentials of productive meetings: planning, participating, presenting and producing. Other topics include meeting formats and when to vary them, responding to conflict in a meeting and meeting follow-through. A key component of this course is utilizing effective communication strategies before, during and after your meetings. (6 contact hours)

Prerequisites

Supervision Certificate Program

Course Outcomes

- Utilize communication strategies for meeting success

- Improve meeting success and reduce failures

- Successfully utilize the 4 P's of meeting success (plan, present, participate, produce results)

- Utilize a format for interactive meetings ("midterm")