

## Meetings That Work

*Meetings That Work* focuses on how to effectively lead meetings and use them as productive methods to communicate, solve problems, and make decisions. It covers the appropriate reasons for holding meetings; the characteristics and typical structure of meetings; principles and tools for planning, leading, and participating in meetings; and how to handle distracting problem behaviors.

<b>Price</b>	\$130 Nonmembers / \$95 Members
<b>Course Credits</b>	AIB: 0 ; ICB: 1.25
<b>Prerequisites</b>	None
<b>Required Software</b>	None
<b>Optional Software</b>	Adobe Acrobat Reader and RealPlayer

### Audience

Anyone who leads or participates in meetings within or outside an organization.

### Learning Objectives

After completing this course, students will be able to:

- Describe the benefits, risks, and costs of business meetings
- List valid purposes for holding meetings
- Evaluate a group meeting against other methods of achieving a stated purpose
- Determine the appropriate type and number of participants to include in a meeting
- Complete detailed steps to prepare an effective agenda
- Evaluate alternative meeting room set-ups
- Use key principles and specific techniques to effectively lead and participate in meetings