1   COURSE OUTLINE

Course: Meeting Management and Minute Taking Training for Business
                            Professionals

Contact Hours: 12 Contact Hours

Pre-requisite: None

1.1   Abstract

This course will to assist participants with setting the appropriate meeting conventions and protocols to successfully manage formal, informal and e-meetings. Participants will learn to apply tools and techniques in planning, participating in and concluding successful meetings.

Starting with planning and preparing for a meeting, then moving onto managing participants and taking quality minutes to closing a meeting on time, this training course helps develop skills for handling every step required to manage meetings professionally.

1.2   Target Audience

Professionals responsible for planning, setting and managing staff meetings.

1.3   Learning Outcomes

- Plan & prepare for meetings
- Identify the correct participants
- Gain insight into choosing the right time & place based on meeting type, attendees & necessary outcomes
- Create clear & concise meeting agendas
- Set up meeting spaces for maximum efficiency, including how to incorporate electronic options for remote participants
- Define & assign meeting roles & responsibilities
- Use an agenda for meeting management garnering a desired outcome & accountability
- Chairing meetings effectively
- Taking effective meeting minutes.