

Meeting Management

Meeting Management is designed to assist employees in capitalizing on time spent in meetings. This program will help participants see meetings (properly managed) as a solution rather than a cause of problems.

Participants will be able to distinguish between different meeting formats and purposes, identify factors which contribute to or detract from productive meetings, understand the value of agenda and be able to construct a meeting agenda for his/her own use, and study a variety of functional roles that will exist within a meeting. Meeting management also explores the typical problems that arise with the structure of regular meetings and explores ways to improve them.

- **Half Day Session (can be included in Time Mastery class)**

