COURSE SYLLABUS

Effective Meetings Course (Self-Paced)

Master one of the most important skills in the workplace: planning and running productive meetings. Whether you hold face-to-face or virtual meetings, become adept at creating an outcome-oriented agenda, staying on time and topic, and facilitating attendees to ensure full participation. Make the most out of each meeting you convene. Instructor assistance and feedback on assignments. Facilitated blogging and discussions.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/effective-meetings-online



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Course Outline

- **Module 1** Convening a Meeting and Setting Ground Rules
- **Module 2** Defining the Purpose of a Meeting
- **Module 3** Preparing for a Meeting
- **Module 4** Facilitating an Effective Meeting
- **Module 5** Following Through After a Meeting
- **Module 6** Conducting Virtual Meetings