COURSE SYLLABUS

Effective Meetings Course

Master the strategies and tools needed to plan and lead engaging, productive virtual meetings using platforms such as Zoom or Microsoft Teams; ideal for professionals seeking to enhance collaboration and meeting outcomes.

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



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Course Outline

Module 1: Convening a Meeting and Setting Ground Rules

- Identify the value of self-introductions and welcoming participants
- Understand the roles of leader, recorder, and timekeeper in meetings
- Establish meeting ground rules for participation and decorum
- Practice conducting mock meetings to simulate real workplace scenarios

Module 2: Defining the Purpose of a Meeting

- Define what constitutes a meeting and distinguish appropriate purposes
- Evaluate when a meeting is necessary vs. alternative methods (email, memos)
- Identify causes of ineffective meetings and how to avoid them
- Craft clear meeting objectives and desired outcomes

Module 3: Preparing for a Meeting

- Develop agendas with time blocks, topic leads, and outcomes
- Select and prepare meeting logistics, attendees, and materials
- Assign and define key roles including recorder and timekeeper
- Create templates and tools for productive meeting planning

Module 4: Facilitating a Meeting

- Manage group dynamics and encourage inclusive participation
- Use decision-making tools including consensus and voting techniques
- Apply strategies to handle common disruptions and difficult personalities
- Refine questioning, summarizing, and redirecting skills

Module 5: Following Through After a Meeting

- Document meeting decisions, action items, and next steps
- Establish accountability through clear assignments and deadlines

- Distribute concise, actionable meeting notes efficiently
- Conduct personal and team evaluations of meeting effectiveness

Module 6: Conducting Effective Virtual Meetings

- Adapt in-person strategies for virtual settings with confidence
- Plan for technology, engagement tools, and time zone logistics
- Encourage participation through structured check-ins and polls
- Troubleshoot challenges unique to remote environments