

Conducting Meetings

1 day

Description

This ILT Series course teaches students about planning, participating in, and concluding successful meetings. Students learn how to establish the purpose and agenda of a meeting, facilitate participants' progress toward the meeting goals, improve their leadership abilities, facilitate situation analysis, brainstorming, and decision making, foster creative thinking, and manage conflict among meeting participants. Course activities also cover building a positive climate during a meeting and following best practices of verbal and nonverbal communication.

Prerequisites

- *None*

Course Outline

Unit 1: Fundamentals of conducting meetings

Topic A: The purpose of meetings

Topic B: Planning meetings

Topic C: Participating in meetings

Topic D: Closing meetings

Unit 2: Managing meetings

Topic A: The role of leaders

Topic B: Decisions and ideas

Topic C: Eliminating groupthink

Unit 3: Conflicts, climates, and difficult personalities

Topic A: Resolving conflicts

Topic B: Meeting climates

Unit 4: Communicating as meeting leaders

Topic A: Communicating clearly

Topic B: Using effective language

Unit 5: Listening effectively and asking questions

Topic A: Improving listening skills

Topic B: Asking effective questions

Unit 6: Communicating nonverbally

Topic A: Nonverbal communication

Topic B: Interpreting nonverbal communication