

Administrative Skills

Meeting Management Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Planning and Preparing (I)

- Identifying the Participants
- Choosing the Time and Place
- Creating the Agenda

Module Three: Planning and Preparing (II)

- Gathering Materials
- Sending Invitations
- Making Logistical Arrangements

Module Four: Setting up the Meeting Space

- The Basic Essentials
- The Extra Touches
- Choosing a Physical Arrangement

Module Five: Electronic Options

- Overview of Choices Available
- Things to Consider
- Making a Final Decision

Module Six: Meeting Roles and Responsibilities

- The Chairperson
- The Minute Taker
- The Attendees
- Variations for Large and Small Meetings

Module Seven: Chairing a Meeting (I)

- Getting Off on the Right Foot
- The Role of the Agenda
- Using a Parking Lot

Module Eight: Chairing a Meeting (II)

- Keeping the Meeting on Track
- Dealing with Overtime
- Holding Participants Accountable

Module Nine: Dealing with Disruptions

- Running in and Out
- Cell Phone and PDA's Ringing
- Off on a Tangent
- Personality Conflict

Module Ten: Taking Minutes

- What are Minutes?
- What do I Record?
- A Take-Home Template

Module Eleven: Making the Most of Your Meeting

- The 50 Minute Meeting
- Using Games
- Giving Prizes
- Stuffed Magic



Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations