

Running Effective Meetings

This half day class is designed for employees who are leading meetings at work and those who are participating and want to make them more effective. The class will cover items such as the role of a meeting facilitator, planning an effective meeting, establishing ground rules, developing an effective agenda, and techniques for increasing participant engagement. It will also cover facilitator tips and techniques and how to handle challenging meeting dynamics. This class will underscore the importance of meetings as a powerful tool for employee engagement and transforming organizational culture.

Learning objectives of the class:

- Learn the best practices for running effective meetings
- Provide tips and techniques that can be implemented immediately
- Develop an effective meeting agenda
- Understand the various meeting roles

Unless otherwise noted, all classes will be held at CAPS, 32 College Street, Montpelier	
Location:	CAPS
Time:	8:30 – 12:00
Cost:	No Charge
Course Code:	040013
Session Code:	Date specific: See Electives calendar for session code
Instructor:	CAPS Staff
Registration Deadline:	5 business days in advance of the course