Managing Project Meetings

Description:	**Managing Project Meetings** introduces and demonstrates how the appropriate use of meeting management techniques can dramatically improve organizational effectiveness and communication. Specific instruction and practice will enable the participant to prepare for, conduct, and continually improve the effectiveness and efficiency of meetings. Upon completion, participants will be able to immediately apply these meeting management tools and techniques and coach others in their application.
	This course provides attendees with the opportunity to plan and conduct a variety of meetings. The teams then carry out a series of exercises to select a project, define, plan, conduct, and follow-up on an important project team meetings. The course materials include guidelines for defining and conducting different types of meetings and numerous examples of deliverables.
Duration:	1 day

Learning Objectives:

- Identify when a meeting would be most effective
- Identify appropriate meeting participants
- Determine what type of meeting to conduct
- Define objectives and deliverables
- Create an effective agenda
- Evaluate the effectiveness and efficiency of meetings
- Plan for effective meetings
- How to design a practical agenda
- Understand the unique roles and responsibilities needed to conduct effective meetings
- How to work with difficult personalities and encourage productive contribution
- How to increase group participation
- How to nail down accountability
- How to develop consensus

Suggested Audience:	This course is designed for anyone needing an effective framework for making better use of the time spent in meetings.
Prerequisites:	There are no prerequisites for this course.
PMBOK® Guide Areas Covered:	Participants are eligible for 7 PDUs. • Project Communication Management • Project Human Resource Management *PMBOK ® Guide* is a registered mark of Project Management Institute, Inc.

Topics Covered:

COURSE OBJECTIVES

THE MEETING MANAGEMENT FRAMEWORK
1. **Define the Purpose of the Meeting**
   1.1 Determine the Meeting Objectives
   1.2 Identify the Deliverables
   1.3 Identify the Participants
   1.4 Schedule the Meeting
2. **Plan the Meeting**
   2.1 Create Preliminary Agenda
   2.2 Prepare Pre-session Material
   2.3 Distribute the Agenda
3. **Conduct the Meeting**
   3.1 Open the Meeting
   3.2 Gather Information
   3.3 Resolve Conflicts
   3.4 Close the Meeting
4. **Document the Meeting**
   4.1 Produce and Publish the Meeting Results
   4.2 Transition to Post-meeting Activities

CONCLUSION