

## ADMINISTRATIVE SKILLS

### MEETING MANAGEMENT WORKSHOP

This workshop is designed to give your participants the basic tools you need to initiate and manage their meetings. They will learn planning and leading techniques that will give them the confidence to run a meeting that will engage the attendees and leave a positive and lasting impression. Through this workshop your participants will learn the needed skills in planning and implementing a successful meeting.

The Meeting Management workshop will explore how to reduce waste and make meetings more efficient. This is a hands-on workshop and your participation will help make it a valuable experience. Use this time to begin the process of developing your skills along with other participants who share the same desire to improve their meeting management skills.



#### **Workshop Objectives:**

- Planning and Preparing
- Identifying the Participants
- How to choose the time and place, How to create the agenda, How to set up the meeting space, How to incorporate your electronic options, Meeting Roles and Responsibilities, Use an agenda, Chairing a Meeting
- How to deal with disruptions
- How to professionally deal with personality conflicts
- How to take minutes