

Making Meetings Work

Virtual Six or nine hours

Most people today are attending too many poorly planned and executed meetings. Given the amount of time we spend in meetings, we have to learn how to make them work better. This virtual course helps you minimize the number of meetings you have. You learn how to make your meetings shorter and more productive. In addition, you learn how to capture key outcomes and decisions in minutes that lead to action.

Who should attend

This virtual course is for anyone who spends a good amount of time in meetings, either as a participant or as a leader. It is ideal for mixed groups as well as intact work teams. We suggest a maximum of 15 participants.

You learn to

- show respect for participants by practicing etiquette before, during and after your meeting
- clarify the objective of your meeting
- keep your meeting as short as possible
- plan the topics, activities and flow to make the best use of participants' time
- choose the right facilitation tools to gather ideas and make thoughtful decisions
- deliver a clear opening and a satisfying closing
- create an agenda that ensures participants come prepared
- write minutes that capture meeting highlights and action steps

What to expect

The course is fast-paced and interactive. You participate in a series of group and individual activities, and you walk away with a personal and a team action plan to help apply what you have learned to your back-at-work meetings.

You also receive a comprehensive manual with practical resources and job aids for post-course reference.

Six-hour course

You leave with increased confidence and skill to plan and lead meetings. You also learn to record the minutes of meetings.

Nine-hour course

You leave with increased confidence and skill to plan and lead meetings. You also learn to record the minutes of meetings. In addition, the nine-hour course gives you more time to practice new techniques.

How you spend your time in the six-hour course

Virtual Making Meetings Work includes the following activities in 2 three-hour learning modules, which we can schedule at your convenience.

Module 1

Virtual Session 1: Plan your meeting (90 minutes)

Learn the skills you need to plan and lead an effective meeting.

- practice meeting etiquette before, during and after your meeting
- clarify the objective of your meeting
- plan the content and flow to make the best use of participants' time
- choose the right facilitation tools to gather the best ideas and make thoughtful decisions
- deliver a clear opening and a satisfying closing
- create an agenda that ensures participants come prepared

Self-directed learning (60 minutes)

Use the time between sessions to plan a 10-minute meeting that you will lead in the next session. We provide scenarios.

Virtual Session 2: Write minutes (30 minutes)

Learn to write minutes that capture key decisions and actions.

Module 2

Virtual Session 3: Role-play your meeting (90 minutes)

Lead a 10-minute meeting with a small group in a breakout room. We provide assessment forms, and everyone has an opportunity to give and receive feedback, so you can improve how you plan and lead meetings. Each participant takes minutes for one meeting.

Virtual Session 4: Workshop your minutes (60 minutes)

Share your minutes in small groups. Give and receive feedback to help you bring your minute-taking skills to the next level.

How you spend your time in the nine-hour course

Virtual Making Meetings Work includes the following activities in 3 three-hour learning modules, which we can schedule at your convenience.

Module 1

Virtual Session 1: Plan your meeting (90 minutes)

Learn the skills you need to plan and lead an effective meeting.

- practice meeting etiquette before, during and after your meeting
- clarify the objective of your meeting
- plan the content and flow to make the best use of participants' time
- choose the right facilitation tools to gather the best ideas and make thoughtful decisions
- deliver a clear opening and a satisfying closing
- create an agenda that ensures participants come prepared

Self-directed learning (90 minutes)

Use the time between sessions to plan a 10-minute meeting that you will lead in the role-play session. We provide scenarios.

Module 2

Virtual Session 2: Write minutes (90 minutes)

Learn to:

- identify the responsibilities of the minute taker
- take effective notes during a meeting
- determine what information should be included
- write minutes that capture key decisions and actions

Virtual Session 3: Role-play your meeting (90 minutes)

Lead your 10-minute meeting with a small group in a breakout room. We provide assessment forms, and everyone has an opportunity to give and receive feedback, so you can improve how you plan and lead meetings. Each participant takes minutes for one meeting.

Module 3

Virtual Session 4: Check-in (15 minutes)

Share insights and questions.

Self-directed learning (75 minutes)

Write up your minutes.

Virtual Session 5: Workshop your minutes (90 minutes)

Share your minutes in small groups. Give and receive feedback to help you bring your minute-taking skills to the next level.