



## Meeting Facilitation

### Course Overview

Meetings can be an effective tool for developing strategies, achieving consensus, and making or evaluating decisions. However, when run ineffectively, meetings can waste time and money, and lead to frustration. Mastering the techniques of effective meeting facilitation will lead to better outcomes to move your projects forward.

### Key Outcomes

Upon completion of this course, participants will be able to:

- » Set up meetings for success
- » Conduct effective meetings
- » Identify, assign, and explain meeting roles and responsibilities
- » Identify best practices in meeting management and leadership
- » Use techniques to deal with conflict, gain consensus, and keep meetings on track

### Course Outline

#### Purposes of Meetings

- » Explain the benefits of a meeting
- » Determine the costs of a meeting
- » Define meeting objectives
- » Determine the need for a meeting

#### Effective Meetings

- » Analyze characteristics of effective meetings
- » Identify meeting challenges
- » Define and describe types of meetings (in person, virtual)
- » Establish meeting etiquette rules

#### Meeting Roles and Responsibilities

- » Define the roles and responsibilities of meeting participants, leaders, recorders, and time-keepers

### At-a-Glance:

**Course Length:**

2 days

**Course Number & Level:**

207.PMF2 – Development

**Professional Development Units**

(PDUs): 14

**Continuing Education Units (CEUs):**

1.4

**PMBOK® Guide Knowledge Areas****Covered:**

- » Project Integration Management
- » Project Human Resource Management
- » Project Communication Management

**Tracks:**

- » Collaborative Leadership
- » Business Skills for Project Managers

**Meeting Planning**

- » Create a checklist for arranging a meeting
- » Identify logistical concerns in planning meetings
- » Explain the process of setting an agenda

**Meeting Facilitation**

- » Describe strategies for meeting leadership
- » Identify best practices for opening, running, and closing the meeting
- » Describe methods to deal with disagreement, gain consensus, and keep meetings on track

**Meeting Minutes**

- » Define components of meeting minutes
- » Identify strategies for taking good meeting minutes
- » Determine how to evaluate meeting minutes

**Meeting Follow Up**

- » Determine communications requirements for follow up
- » Determine approaches to action item follow up
- » Explain how to evaluate meeting success