

Session 1

Section A: Effective Meeting Skills

- Introduction
- Course Overview
- Why Meetings?
- Types of Meetings

Section B: Planning Meetings

- Four Ws
- Agendas
- Time and Place
- Layouts

Section C: Conducting Meetings

- Leading Meetings
- Interaction
- Handling Conflict

Section D: Improving Meetings

- After the Meeting
- Group Responsibilities
- Distractions

Section E: Meeting Success

- Keys to Success
- Conclusion



Effective Meeting Skills

1 Session –

1-2 Hours of Interactive Training

Use this concise planning guide to help you eliminate time-wasting components and benefit from lean, productive sessions. This interactive LearnKey training course based on the book, *Effective Meeting Skills* by Marion E. Haynes has an entertaining format that includes exercises and checklists as well as examples and case studies to help you plan, conduct, and improve any meeting, on or offsite. You'll learn how to spot and avoid meeting problems in advance, how to handle conflict and digression and how to improve future meetings through evaluation and feedback.

Benefits

- Understand how to conduct a productive, motivating meeting.
- Improve meeting quality and stay on agenda by using these valuable techniques.
- LearnKey courses let you review key issues and ideas for effective implementation.

About The Author

This is a LearnKey course based on the book *Effective Meeting Skills* by Marion E. Haynes.

Marion E. Haynes is an adult educator specializing in management and supervisory training. He began his career in employee relations with a major oil company in 1956 and retired in 1991. He has published more than thirty articles in professional and trade journals, and nine other books on planning and management skills. He has presented management training workshops under the sponsorship of several universities in the south-central states and has been the featured speaker at many trade and professional association gatherings. Marion Haynes holds an M.B.A. with distinction in management from New York University. He has specialized in the design, presentation, and evaluation of management training since 1968.