



Making Every Meeting Matter Course Outline

Course Overview

Everyone has hosted or attended meetings that took more time and accomplished less than expected. Vague agendas, missing critical participants, off-track conversations, tuned-out participants, and lack of follow up affect virtually every organization. This class provides participants with the processes, tools, and perspectives to help improve the effectiveness of meetings that ensure the right people with the right agenda can engage in focused and collaborative conversations to accomplish their personal, departmental, and organizational goals. **The class is very hands on:** participants engage in numerous exercises around planning and running great meetings. Topics include:

- Communicate the meeting purpose
- Invite the right people
- Create an achievable and targeted objective
- Facilitate and moderate beneficial discussions
- Control unproductive conversations
- Create realistic action items

Course Details

Class Duration	1 day (7 contact hours)
Course Materials Provided	Student manual and electronic files
Course Price	\$495 per participant. Special group pricing available.

Prerequisites

This course has no prerequisites

Instructor and Courseware Designer

Brian Salk, PhD, PMP®, PMI-ACP®, has over 30 years of experience, specializing in hands-on traditional and agile project management, leadership, training, and consulting. He manages a variety of consulting and training programs and projects for his organization and for a number of Fortune 500 customers. His global clientele includes organizations in North America, South America, Europe, and the Middle East. In addition to authoring hundreds of training courses, Dr. Brian frequently delivers leadership training, management training, project-management certification training (e.g., PMP®) project-management best practices training, and a wide variety of business skills training. He is a four-time winner of the prestigious Worldwide Excellence in Training award from a global training organization, recognizing the 25 highest-rated instructors from a network of over 2,400. Dr. Brian earned his PhD from Fielding Graduate University in the field of Human and Organizational Systems, with a focus on effective methodologies related to project management education, and his Masters of Arts (Education) from the University of Michigan.

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Pinnacle Professional Development, LLC

www.pinnacleprodev.com

37510 Sienna Oaks Drive

New Baltimore, MI 48047

For sales information, contact Brian Salk, PhD 586-295-2519; brian@pinnacleprodev.com

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Lesson 1: Prepare

- Meeting or No Meeting: Decision Tools
- Conversations Versus Meetings
- SMART Objectives for Meetings
- Agenda Design Best Practices
- Shorter, Smarter Meetings
- 50-Minute Meetings
- 30-Minute Meetings
- Timing of Agenda Items
- Balance Not Enough Versus Too Many Attendees

Lesson 2: Conduct

- Inform Attendees: Silence Denotes Agreement
- Establish Ground Rules
- Reaching Group Decisions
- Tactfully Cutting People Off
- Tactics for People Who Derail Meetings
- Refocusing After Interruptions

Lesson 3: Participate

- Tactfully Declining a Meeting
- Interjecting Appropriately
- Stuck in a Terrible Meeting?
- Methods to End Wandering Meetings
- Helping Your Supervisor Run More Effective Meetings

Lesson 4: Close and Follow Up

- The right way to End a Meeting
- The Required 3 Items to Close a Meeting

Lesson 5: Specific Types of Meetings

- Running Virtual Meetings
- Running Multicultural Meetings
- Running Multiple Time Zone Meeting
- Running Standup Meetings
- Conducting Walking Meetings

Checklists

- Meeting Preparation Checklists
- Sample Agendas
- Follow up Checklists
- Follow up Memos
- Digital Tools