

# 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
- How to make the most of your meeting using games, activities and prizes



For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives

### **Session Two: Planning and Preparing (I)**

Identifying the Participants

Choosing the Time and Place

Creating the Agenda

### **Session Three: Planning and Preparing (II)**

Gathering Materials

Sending Invitations

Making Logistical Arrangements

### **Session Four: Setting up the Meeting Space**

The Basic Essentials

The Extra Touches

Choosing a Physical Arrangement

### **Session Five: Electronic Options**

Overview of Choices Available

Things to Consider

Making a Final Decision

### **Session Six: Meeting Roles and Responsibilities**

The Chairperson

The Minute Taker

The Attendees

Variations for Large and Small Meetings

### **Session Seven: Chairing a Meeting (I)**

Getting Off on the Right Foot

The Role of the Agenda

Using a Parking Lot

### **Session Eight: Chairing a Meeting (II)**

Keeping the Meeting on Track

Dealing with Overtime

Holding Participants Accountable

### **Session Nine: Dealing with Disruptions**

Running in and Out

Cell Phone and PDA Ringing

Off on a Tangent

Personality Conflict

### **Session Ten: Taking Minutes**

What are Minutes?

What do I Record?

A Take-Home Template

### **Session Eleven: Making the Most of Your Meeting**

The 50 Minute Meeting

Using Games

Giving Prizes

Stuffed Magic

### **Session Twelve: Wrapping Up**

Words from the Wise