

**SBL CLAIMABLE**

# MEETING MANAGEMENT - THE ART OF MAKING MEETINGS WORK



## OVERVIEW

A group of friends spent the last few hours on a conversation. No one remembers how they ended up talking about animals and nature when they started out discussing about computers. Many a times business meetings can take resemblance of such gathering of friends, ie when few decisions are made and much time is wasted. This program is designed for those with little or no experience in organizing or conducting meetings.

## OBJECTIVES

- Plan conduct and conclude meetings in a successful way.
- Preparing an impeccable meeting agenda for an effective and efficient meeting process
- Chairing a meeting to attain the objectives
- Facilitating discussion process to achieve common goals.
- Resolve issues and relevant matters brought up to meetings.

## COURSE OUTLINE

- Introduction to Meetings and Importance of Meetings
- Qualities of a good meeting
- Scheduling Tools for meetings
- Preparing the meeting
- 8 Ways to make meetings better than good
- Types of minutes & What constitute a good minutes?

## WHO SHOULD ATTEND?

- Manager
- Executive
- Secretary
- Personal assistants
- Administrator



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