



## CONTINUING EDUCATION

### Course Outline

# Getting the Most from Your Meetings

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Discover why some meetings fail and learn proven techniques for making meetings more productive. Gain tips related to the four essentials of productive meetings: planning, participating, presenting and producing. Other topics include meeting formats and when to vary them, responding to conflict in a meeting and meeting follow-through. A key component of this course is utilizing effective communication strategies before, during and after your meetings.

## Who Should Take This Course?

This course is designed for those who conduct or participate in meetings, including supervisors, team leads, managers, project managers, teachers and business owners.

## Course Objectives

- Utilize communication strategies for meeting success
- Improve meeting success and reduce failures
- Identify different meeting designs/structures and evaluate use
- Manage difficult situations in meetings and reduce conflicts

## Course Info

- Length: 6 hours
- Format: Virtual classroom instruction via Zoom, with interactive activities
- Prerequisite: None

## Course Content

### Utilize communication strategies for meeting success

- Learn and use the four main communication styles through a self-assessment
- Understand the four-steps to successful communication
- Learn tips for planning and presenting information at meetings

### Improve meeting success and reduce failures

- Understand the causes for meeting failure and how to prevent them
- Encourage participation toward achieving meeting objectives
- Learn tools and techniques to evaluate meeting success and focus on goal achievement

### Identify different meeting designs/structures and evaluate use

- Understand different meeting formats and success strategies
- Learn a meeting structure designed for interactive meetings

### **Manage difficult situations in meetings and reduce conflicts**

- Reinforce conflict management skills and apply to a meeting scenario
- Utilize different methods for introducing a potentially controversial meeting topic and achieving a successful resolution of that topic

### **Assessment /Evaluation**

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

### **Course Completion/Continuing Education Unit (CEU) Letter**

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend\* 80% of the course (or 100% of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

### **Certificates of Completion for Certificate Programs**

To receive a Certificate of Completion for the Supervision Certificate, you must take all six required courses and attend\* 80% of the entire certificate (calculated by total number of sessions).

\*Attendance for CEU letters and certificate programs is verified by the instructor at the beginning of each class session.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).