



Getting the Most from Your Meetings

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: Classroom instruction and demonstration
- 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 Letters

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. 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.

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