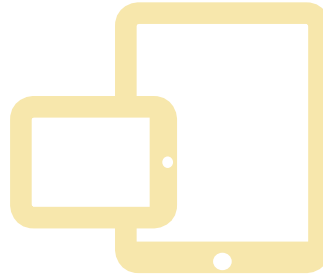
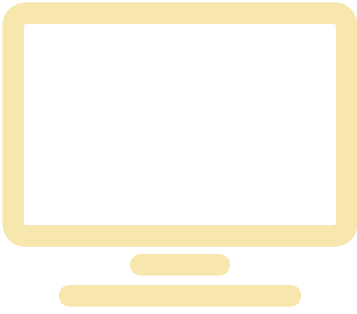


Meeting Management Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

Course Description:

Every day at workplaces across the country, employees huddle in conference rooms to tackle a wide range of issues. What most organizations don't realize is that most meetings are universally perceived by employees to be an unproductive, costly waste of time.

This course will help managers understand the fundamentals of meeting management and group development.

Time: Approximately 30 minutes [Preview the Meeting Management online training program here.](#)

Learning Objectives:

- Understand the basic fundamentals of meeting management
- Recognize the role group development plays in effective meetings
- Analyze and avoid the common problems associated with meetings

Key Topics Include:

- A Way of Life
- Types of Meetings
- Seven Sins of Meetings
- The Stages of Group Development
- Laying Down Some Ground Rules
- Getting More out of Meetings
- Less is More: Avoiding Meetings Like the Plague
- Establish Objectives Beforehand
- Game-Planning Your Meeting
- Doing Your Homework
- Address Action Items
- Your Meeting in Review
- Selecting a Meeting Site
- Understanding Responsibilities
- Time Management
- "A Penny Saved is a Penny Earned"
- Keeping Minutes
- The Notion of the Power Lunch
- Spicing Things Up
- Stopping Them in Their Tracks

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.