

Skill Development Centre

MEETING MAESTRO: THE ART OF EFFECTIVE MEETING MANAGEMENT

Unlock Meeting Mastery! Join our workshop for essential tools, planning, and leadership techniques for engaging, efficient meetings. Collaborate with peers and enhance your meeting management skills today!

Course Information

E-Learning	Flexible - Start any time.
Online Learning (Via Zoom)	3 days/9 hours Date: TBA
In-person Learning Sessions	3 days/9 hours Venue: Surrey Central Library Date: TBA
Fees	\$199.99

LEARNING OUTCOMES

- Plan and prepare for meetings effectively.
- Identify and engage participants strategically.
- Effectively employ meeting agendas for structure.
- Chair meetings competently.
- Manage and address disruptions professionally.
- Handle personality conflicts with diplomacy.
- Skillfully capture meeting minutes.
- Enhance meetings with engaging games, activities, and incentives.



REGISTER