

# Tidewater Community College

## Planning and Leading Productive Meetings (BUSC 1525)

**Course Introduction and Objectives:** Helps both leaders and participants conduct meetings that result in better decision making, broader buy-in and clear conflict resolution. Students will learn how to manage the process and facilitate with skill, conduct follow-ups, use media tools and enhance group dynamics. This course is presented by Tidewater Community College in cooperation with the American Management Association (AMA).

**Textbook:** Davis, J. H. *Planning and Leading Productive Meetings*. American Management Association, Saranac Lake, NY, 2001. ISBN: 0-7612-1343-0.

**Teaching Methods:** This course will be taught in a seminar and participative lecture format that includes some class discussion and problem solving.

### **Course Schedule:**

<b><u>Topic</u></b>	<b><u>Subjects Covered</u></b>
1	<u>The Importance of Workplace Meetings:</u> (What meetings can accomplish, seven common types of meetings, meeting challenges for the twenty-first century, assessing the quality of meetings in your organization, the high cost of meetings in time and money, and how to decide whether a meeting is necessary).
2	<u>Preparing to Be the Meeting Leader:</u> (The leader's mindset, the proper mindset, assessing your leadership mindset, practical ideas for becoming a better meeting leader, understanding meeting dynamics, and meeting tasks versus meeting process).
3	<u>Preparation and Planning Essentials for a Successful Meeting:</u> (Factors used to determine planning time, four steps in the meeting-planning process, assessing meeting participants and stakeholders, key maintenance and task roles, timing meetings appropriately and managing logistics).
4	<u>Conducting the Meeting:</u> (Starting the meeting, six steps in managing discussion, tools of discussion management, and meeting evaluations).
5	<u>Decision-Making Tools and Techniques:</u> (The four decision-making styles, how to decide when each style is appropriate, decision-making tools that increase objectivity and participation).
6	<u>Facilitation Skills Every Meeting Leader Needs:</u> (Participation techniques and tools, difficult participant scenarios).
7	<u>Meeting Follow-Up Tools:</u> (Best practices in meeting follow-up, keeping and maintaining a meeting record, simple action planning, RACI action planning for complex or multipurpose action plans, and using detailed meeting evaluations).
8	<u>Effective Uses of Media Tools in Meetings:</u> (Choosing media tools, factors to

consider when choosing media, common types of media tools used in meetings, and using technology for the virtual meeting).

**Continuing Education Units (CEUs):** Upon completion of this course students are awarded 2 non-graded CEUs, and a Certificate of Completion.

**Continuing Occupational-Technical Education:** Students may apply this course as an elective for the AMA certificates in the following: Administrative Professional, Communications, Human Resources, Sales and Marketing, Supervision, and General Management.