



Moderating Meetings

Description

Far too often, meetings are perceived as time wasters, which is indicative of just how frequently meetings are badly organized and run. The fact is, meetings fulfill important purposes every day. They are a good format for bringing everyone up to speed, help to identify what's going wrong, and can be used to generate new ideas. Without meetings, we would miss out on critical communication that keeps us afloat in a competitive, ever-changing market. Learn about various meeting formats, how to foster a productive atmosphere as the moderator of a meeting, and acquire all of the necessary tools for dealing with a broad range of challenges—from long-winded rambles to interrupters.

Target Audience

Managers and members of agile teams; employees in partly self-organized projects, and assistants

Learning Objectives

- Understanding the importance of effective meetings
- Understanding meeting formats
- Understanding the stages of a meeting
- Preparing properly for meetings
- Conducting meetings well
- Following up effectively after meetings