

# Transform Your Meetings: Run Shorter, Smarter, More Productive Meetings



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## Course Description

This course teaches skills and strategies to help you lead meetings more effectively. Define purpose with a meeting charter, structure time with clear agendas, enforce ground rules, capture decisions, and measure outcomes. You will configure core video-meeting features, build remote-first workflows, and implement contingency plans for common technical failures. Content focuses on process and technology skills that increase productivity and decision making across in-person, remote, and hybrid settings.

### Learning Tracks

Digital Transformation

Collaboration

Productivity

Remote Work

Compliance



## Why This Course Matters

- Consequences of poor meetings can be measured in wasted time and money.
- The practice of preparing meeting charters or light agendas to align purpose, roles, and logistics before the meeting will create a framework that directly impacts the meeting's effectiveness.
- With hybrid and remote work enabled via virtual meetings, new tools are available to help enhance meeting productivity.

## Who Should Attend

Register Now



Team leads



Project managers  
& coordinators

# COURSE SYLLABUS

## Course Overview

A practical operating framework for planning, leading, and improving in-person, remote, and hybrid meetings.

## Syllabus

1. Meeting Design & Foundations
2. Ground Rules that Prevent Meeting Pitfalls
3. Video Meetings
4. Technical Readiness and Contingency Planning
5. Meeting Notes
6. Measuring and Improving

## What You'll Learn

- 1 Meeting chartering & agenda design
- 2 Ground rules and controls
- 3 Video meeting tools
- 4 Tech readiness and contingency
- 5 Metrics and improvement

**Register Now**



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<https://Output.Training>