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

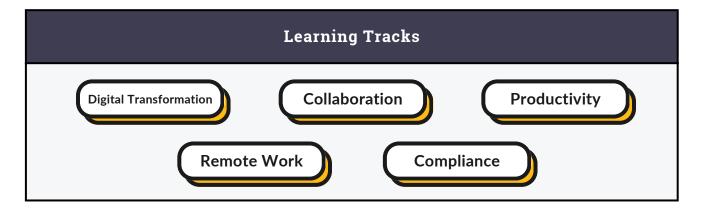


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Course Description

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.





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









Project managers & coordinators

COURSE SYLLABUS



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

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

Register Now



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