

# Meeting Essentials

## Course Description

This course provides participants with the skills needed to prepare and facilitate effective meetings, regardless of their purpose, audience, or degree of formality. It provides participants with excellent resources and tools to assure your meetings are focused to achieve the meeting's objectives.

## Target Audience

This course is intended for all employees.

## Course Objectives

- Define how to facilitate a meeting and prepare an agenda.
- Discuss how to encourage participation in a meeting and keep the meeting on track.
- Identify disruptive behavior and recognize how to handle disruptive behavior
- Explain the process of assigning and following up on action items
- Identify traits of a meeting leader and meeting roles

## Course Information

Time/Duration	2 Hours
Cost	No cost
Schedule/Contact	<a href="mailto:Humanresources_training@augusta.edu">Humanresources_training@augusta.edu</a>
To enroll in session:	<a href="https://train.augusta.edu">https://train.augusta.edu</a>

\*To request a special session for your team on this topic, please submit a Service Request at [Wufoo](#).

