## Meeting Management Course Outline:

### Module One: Getting Started
- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Module Two: Planning and Preparing (I)
- Identifying the Participants
- Choosing the Time and Place
- Creating the Agenda

### Module Three: Planning and Preparing (II)
- Gathering Materials
- Sending Invitations
- Making Logistical Arrangements

### Module Four: Setting up the Meeting Space
- The Basic Essentials
- The Extra Touches
- Choosing a Physical Arrangement

### Module Five: Electronic Options
- Overview of Choices Available
- Things to Consider
- Making a Final Decision

### Module Six: Meeting Roles and Responsibilities
- The Chairperson
- The Minute Taker
- The Attendees
- Variations for Large and Small Meetings

### Module Seven: Chairing a Meeting (I)
- Getting Off on the Right Foot
- The Role of the Agenda
- Using a Parking Lot

### Module Eight: Chairing a Meeting (II)
- Keeping the Meeting on Track
- Dealing with Overtime
- Holding Participants Accountable

### Module Nine: Dealing with Disruptions
- Running in and Out
- Cell Phone and PDA's Ringing
- Off on a Tangent
- Personality Conflict

### Module Ten: Taking Minutes
- What are Minutes?
- What do I Record?
- A Take-Home Template

### Module Eleven: Making the Most of Your Meeting
- The 50 Minute Meeting
- Using Games
- Giving Prizes
- Stuffed Magic

### Module Twelve: Wrapping Up
- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations