Avoiding Meeting Meltdown

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Have you had enough of bored meetings when attending board meetings? Do you feel like a participant? Would they miss you if you were not there? There are ways to effectively run team meetings while having fun at the same time. This course explores how to run virtual meetings when necessary, keeping the lines of communication open and sharing information in an orderly fashion. Leaders, upper management or owners may delegate action items during the meeting. Let's take a look at how to delegate "taskers" appropriately with great results. The goal here is to engage the attendees, have fun and increasing productivity in your practice.

As a result of this course, the student should be able to:

1. Explain who should be in a team meeting and how it should be conducted.
2. Describe and prepare the elements of a good meeting agenda.
3. Give two strategies for following up on action items.

notes: