

EFFECTIVE MEETINGS

Component Description	Objectives
<ul style="list-style-type: none">◆ Characteristics Of Productive And Unproductive Meetings◆ The Agenda◆ Roles And Responsibilities◆ Rules Of Order◆ Planning Successful Meetings◆ Gaining Consensus◆ Sharing Ownership◆ Action Planning◆ Accountability and Follow-Through	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none">– identify the essential elements of meetings– prepare agendas, plans and approaches for meetings– conduct meetings in an effective, consensual manner– develop an effective team approach– assign responsibility for follow-up action

