

## **Description**

Meetings are inevitable in the workplace. People usually dread the thought of attending yet another meeting. Most meetings drag on, and often, not much gets accomplished. The trick, then, is to plan and lead a successful meeting so that people don't grumble, and you achieve your meeting objectives.

## **Objectives**

After your training program, the trainees should be able to:

- Explain how to plan a meeting.
- Review the steps for leading the meeting.
- Discuss how to wrap up the meeting.

## **Audience**

This session is designed for supervisors and managers. Meetings are an inevitable part of the manager's and supervisor's life, whether they are meeting with upper management or meeting with co-workers.

## **Requirements**

There are no regulatory requirements for training on leading successful meetings.