

BeVera

Data Science and Leadership Training

Effective Meeting Management

In this course, we will be exploring the fundamentals of meetings, their purpose, and how to plan an effective meeting. We will delve into various aspects of meeting planning, including setting objectives, meeting flow, outcomes, minutes with actions, owners, and timelines, engagement of the team, decision making, and follow-up.

Through interactive discussions and activities, you will have the opportunity to learn how to plan and execute meetings effectively. You will also gain insights into best practices for engaging team members, making decisions, and ensuring follow-up on action items.

By the end of the course, you will have a better understanding of the purpose of meetings, how to plan and execute effective meetings, and how to engage your team to achieve successful outcomes. This knowledge will equip you with the skills necessary to lead effective meetings and improve overall team productivity.



About Our Trainer

Phillip Panzarella is a proven positive leader, executive coach, team builder, entrepreneur, and trusted partner with extensive experience in achieving extraordinary results. He assists individuals, teams, and organizations through Executive Coaching, Mentorship, and Business Consulting. Throughout his extensive career as a business leader and entrepreneur, Phil held a number of leadership positions (C-Suite) in both for-profit and non-profit organizations where he assisted organizations in achieving their business goals.

Learning Objectives

- What is a meeting, purpose?
- How to plan an effective meeting:
 - Setting Objectives
 - Meeting Flow
 - Outcomes
 - Minutes with actions, owners, and timelines
 - Engagement of the team
 - Decision making
 - Follow-up



For scheduling and/or assistance
call us at: 678.432.0218



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