



Managing Effective Project Meetings

BASIC INFORMATION

Course Title: Managing Effective Project Meetings
Course Duration: 1 Day
Audience: Project Managers and Team Members
PDUs: 7
Prerequisites: CA-PMM Boot Camp for Project Managers or CA-PMM Express Training for Project Managers or equivalent

WORKSHOP DESCRIPTION

This workshop equips Project Managers and Team Members with the fundamental skills and tools required for efficient, effective meeting management. Research shows that up to 30% of all project meetings are inefficient, ineffective or both. The impact of this in project-driven environments is immense, and the benefits of building capability in meeting management are significant.

The workshop is extremely hands-on, with many practice opportunities, as well as practical take-aways such as tools, job aids and meeting tactics. In addition, participants self-assess on a specific inventory of behaviors/practices to identify personal improvement actions.

GOALS

- Build the skills, knowledge and discipline to create, facilitate and participate effectively in all types of project meetings
- Equip participants with the tools to execute best-practice project meeting architecture

OBJECTIVES

Each attendee will:

- Recognize the critical importance of having a disciplined approach to project meeting planning and execution

- Learn how to formulate a meeting for success:
 - Trouble shoot typical issues with meetings in his/her project/organization
 - Determine if a project meeting is necessary
 - Identify the correct project meeting membership
 - Define the goals/outcomes of the meeting
 - Assign functions and roles
 - Determine the optimal meeting cycle across the life of a project or set of projects
 - Develop and deliver effective pre-communication

- Learn how to guide and manage project meetings through skillful facilitation:
 - Ensure valuable, concise conversations
 - Deal with difficult situations and disruptive behaviors
 - Apply group process techniques to keep the meeting on-track while maintaining a positive team dynamic
 - Conduct real-time meeting process debriefs to drive continuous improvement of meeting effectiveness

- Learn how to stage successful execution between project meetings through key follow-through practices:
 - Ensure agreements and role clarity on tasks
 - Track action items to closure
 - Address parking lot issues
 - Tackle obstacles to disciplined execution between meetings

- Make a personal commitment to an action he/she can take to improve the quality of project meetings he/she leads or participates in