

## **Four Attributes of Effective Meetings**

**Modality: Self-Paced Learning**

**Duration: 15 Min**

### ***About this course:***

Majority of us have their worktime spent in conducting meetings. It becomes really untidy and unsatisfactory if the meeting is conducted without set structure or pre-defined guidelines. Therefore, whenever you want to conduct a meeting, use the Four Attributes of Effective Meetings in order to steer past any possible blunders and make your meetings as fruitful as it can get.

### **Course Outline:**