

Plan for Effective Meetings

Modality: On Demand

Duration: 15 Min

There's nothing worse than an unorganized, unproductive meeting. People constantly look at their phones, no clear goals have been set, or worst of all, two colleagues don't even get along. In five easy steps, learn how to prepare and plan the most rewarding and worthwhile meeting possible. Taking this course will not only make your virtual or face-to-face meetings more effective, but easier as well.

Course Outline: