# Meeting Management
## Course Syllabus

## Course Overview

### Description

Workplace meetings are the best way to communicate to all stakeholders. Done well, meetings keep projects on track and move business agendas forward. But poorly planned, unstructured meetings can waste time and actually prevent more important work from getting done.

**Duration:** Approximately 20 min

### Objectives

After you complete this course, you will be able to:
- Define a SMART meeting objective
- Prepare a comprehensive and realistic meeting agenda
- Describe the elements of an effective meeting

### Required Materials

The course contains all required materials. No additional materials are necessary.

## Course Outline

### Introduction

- Scenario practice
- Course overview
- Course objectives

### Module 1: Meeting Objectives

- Develop a SMART meeting objective
- Practice Activity

### Module 2: Meeting Agenda Components

- Coordinate meeting logistics
- Assign roles
- Review prior action items
- Plan agenda items

- Plan the next meeting

**Module 3: Effective Meetings**
- Key facilitator skills
- Virtual meetings
- Scenario practice
- Review

# Course Administration

### Earning Your Certificate

The course provides you with multiple attempts to pass the final assessment. You must receive a score of 70% or better to receive your Certificate of Completion. If you do not pass the assessment, it is recommended that you review the course and accompanying materials before you retake the assessment.

### Completion Deadline

You have 12 months from the subscription date to complete the course. You may complete the course at any time during this period.

### Policies

All learners must be honest and forthright in their professional development activities. Learners are expected to complete their own coursework.

### Course Evaluation

After you have earned your certificate, you will have an opportunity to provide feedback that assists the design and development team with course improvement.

### Course Contributions

AllRegs® by Ellie Mae courses are developed through the combined efforts of industry experts, instructional designers, and course developers.

### Technical Requirements and Support

You must have an Internet connection and an Internet browser that supports the course files. Refer to the Ellie Mae Academy FAQs to ensure your browser supports our courseware, and to address any additional questions you may have.

**Course Help**

For additional assistance, email learning@elliemae.com. Please provide the following details:

- Course title
- Related screen number(s)
- Browser and version
- Your contact information