

COURSE AGENDA

Course Title: Making Meetings Work

Course Type: Accounting and Auditing Technical Business Behavioral

Number of Credit Hours: 3.0

Continuing Professional Education (CPE) credits are based on a 50-minute credit hour in qualifying subject areas; one credit equals 50 minutes. Credit is given in half-hour increments. All breaks and lunches are omitted from the total CPE minutes.

Topic	Subject Area	Time (min)
Introduction	Course Objectives and Agenda Why Effective Meetings Matter in the Workplace	10
When Meetings Don't Work	The Cost of an Ineffective Meeting National Statistics on Ineffective Meetings Consequences of Meetings That Do Not Work Common Reasons Meetings Do Not Work	25
Purpose of a Meeting	Reasons to Meet Types of Meetings (Synchronous vs. Asynchronous) Types and Benefits of Synchronous Meetings Types and Benefits of Asynchronous Meetings	35
Breakout Room Case Study Exercise One	Watch/Discuss Short Video of a Poorly Run Meeting Small Group Discussion to Make Recommendations Based on Earlier Course Learning Whole Group Share Out of Answers	15
BREAK		10
Achieving Successful Meetings	When Meetings Work Ten Steps to a Successful Meeting	35
Breakout Room Case Study Exercise Two	Watch/Discuss Short Video of a Poorly Run Meeting Small Group Discussion to Make Recommendations Based on Earlier Course Learning Whole Group Share Out of Answers	20
BREAK		5
Tools for Implementation of Great Meetings	Mastering Meetings Tool 1 - Training Tool 2 – Microsoft Teams Tool 3 – Loom Video Messaging Tool 4 – Zoom Virtual Engagement Strategies Case Study Results and Closing Discussion	25