



Meeting Management

SEHG-AD-9885 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Welcome to the Meeting Management course. You are on your first project and you have to organize and manage the project kick-off meeting. What do you do first? Do you create the agenda or the invitation list? How do you run a meeting? What preparation do you need? All of these are valid and real questions you, as the meeting manager, must address. There is no doubt about it, meetings require skill and technique in order for the meeting to achieve its purpose. Disorganized and poorly managed meetings waste time and hurt your credibility as a meeting manager. Consistently leaving a poor impression with the attendees will haunt you, if left unchecked. This training course is designed to give you the basic tools you will need to initiate and manage your meetings. You will learn planning and leadership techniques that will give you the confidence to run an engaging meeting that will leave a positive and lasting impression.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Planning and preparing
- Identifying the participants
- How to choose the time and place
- How to create the agenda
- How to set up the meeting space
- How to incorporate electronic options

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Planning and Preparing (I)**

- Identifying the Participants
- Choosing the Time and Place
- Creating the Agenda
- **Module 3 — Planning and Preparing (II)**
 - Gathering Materials
 - Sending Invitations
 - Making Logistical Arrangements
- **Module 4 — Setting up the Meeting Space**
 - The Basic Essentials
 - The Extra Touches
 - Choosing a Physical Arrangement
- **Module 5 — Electronic Options**
 - Overview of Choices Available
 - Things to Consider
 - Making a Final Decision
- **Module 6 — Meeting Roles and Responsibilities**
 - The Chairperson
 - The Minute-taker
 - The Attendees
 - Variations for Large and Small Meetings
- **Module 7 — Chairing a Meeting (I)**
 - Getting Off on the Right Foot
 - The Role of the Agenda
 - Using a Parking Lot
- **Module 8 — Chairing a Meeting (II)**
 - Keeping the Meeting on Track
 - Dealing With Overtime
 - Holding Participants Accountable
- **Module 9 — Dealing With Disruptions**
 - Running In and Out
 - Cell Phone Ringing
 - Off on a Tangent
 - Personality Conflict
- **Module 10 — Taking Minutes**
 - What Are Minutes?
 - What Do I Record?
 - A Take-Home Template
- **Module 11 — Making the Most of Your Meeting**
 - The 50 Minute Meeting
 - Using Games
 - Giving Prizes
 - Simple Magic
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
 The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-AD-9885 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.