



BUSINESS

MEETING SKILLS

Run effective meetings

Effective use of time is the key to success, and this is even more important when a number of people collaborate, such as in a business meeting.



SkillMast is the
Microlearning Division of BRASI

In this course, you will find helpful tips and guidelines on conducting or attending business meetings effectively, to achieve better outcomes.

The course contains a course overview, video lesson, print-ready booklet, and quiz to reinforce your understanding of the course material. Your certificate will be uploaded to your account once you complete the course. Learning Objectives of this course are as follows:

- Understand the purpose of business meetings.
- Recognize the importance of effective meetings.
- Learn techniques for effective brainstorming sessions.
- Gain skills in guiding discussions and decision-making during meetings.
- Learn how to properly prepare for a meeting.
- Understand the different types of meetings.
- Learn time management techniques for meetings.
- Familiarize oneself with technology and meeting tools that can enhance meeting effectiveness.
- Learn facilitation techniques to ensure smooth and productive meetings.
- Develop communication skills relevant to business meetings.
- Analyze case studies or real-life examples to understand how to apply meeting skills in practical situations.
- Learn team building strategies and how to boost morale during meetings.

This course is available for online review on a self-paced basis. Access to the course materials is activated upon signing up. The learning resources include the following:

- Course booklet
- Video lesson
- Quiz

The certificate is uploaded to the student's account upon completion of the course. Each certificate carries a unique identification number and is valid for life.

For further information, please use the Contact Us form on the BRASI's website www.bراسي.org



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