

# Dakota County Technical College

## SMGT 1240: Meeting Management

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Learn to prepare for and conduct effective meetings. Develop purpose, desired results, agenda, ground rules, and action plans. Identify appropriate facilities, equipment, and room arrangements for various types of meetings. Learn to use tools to facilitate group participation, decision making, and consensus building including how to handle disruptive behavior. Facilitate a meeting using the strategies and tools learned in class. Prerequisites: None

**B. COURSE EFFECTIVE DATES:** 04/07/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. design and use meeting evaluation tools
2. differentiate between informational and decision-orientated meetings
3. identify ground rules which should govern meetings
4. identify roles of various meeting participants
5. identify what occurs after meeting
6. plan and prepare a meeting agenda
7. use facilitating skills
8. use problem solving and decision making techniques

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted