

## **Leading High-Performance Working Group Meetings (LFC120)**

You will grow skills related to strategic planning, including goal setting; fostering a dynamic, collaborative environment; time management to fully leverage the working group; and how to integrate technology to lead the meetings more efficiently and effectively.

**Duration:** 4 Hours

### **Prerequisites for this course**

NA

### **Outline for this course**

Chapter 1 - Course Introduction

Chapter 2 - Conducting Effective Meetings

Chapter 3 - Working Group Chair: Role and Responsibilities

Chapter 4 - Best Practices for Effective Working Group Meetings

Chapter 5 - The Dynamic Duo: Agendas and Meeting Minutes

Chapter 6 - Managing Your Working Group Meetings