

# Conducting a Meeting

## *Directions:*

1. Your instructor will divide the class into groups of three or four.
2. Each group must select a relevant topic in which they are interested in discussing during a meeting.
3. After selecting the topic for discussion, each group must follow the following four phases of meeting management in order to effectively conduct a meeting:
  - Planning for the meeting
  - Setting up the meeting
  - Running the meeting
  - Following up
4. After planning and conducting the meeting, students must write a brief paragraph on the importance of practicing effective meeting management skills and describe what they learned from the activity.