COMMON COURSE OUTLINE: Course discipline/number/title: SMGT 1240: Facilitating Groups and Managing Meetings

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: 1
   3. Prerequisites (Course discipline/number): None
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   Students will learn how to plan, prepare, organize, conduct, and evaluate effective meetings. Students will learn about tools and techniques in leading and facilitating productive, limited, decision-making, or more complex project-oriented meetings. Students will complete a meeting management course project and facilitate an actual meeting as one of the required course outcomes. Recommended entry skills/knowledge: Reading and writing at the college level is encouraged.

B. DATE LAST REVISED (Month, year): November, 2001

C. OUTLINE OF MAJOR CONTENT AREAS:
   This course will focus on the practical application skills necessary for a supervisor to plan, prepare, conduct and evaluate productive meetings.

   1. Purposes of Meetings
      a) Information Giving
      b) Information Exchange
      c) Fact Finding
      d) Problem Solving
      e) Achieving Consensus
   2. Meeting roles
   3. Informal vs. decision-oriented meetings
   4. Approaches Used in Meetings
      a) Leader-controlled
      b) Group-centered
   5. Advantages and Disadvantages of Meetings
      a) Advantages
      b) Disadvantages
   6. Making Meetings Effective
      a) Before the meeting
      b) During the meeting
      c) After the meeting
   7. Effective record-keeping tools
   8. Group Facilitation
      a) Role of the facilitator
      b) Process tools and techniques

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Identify different types of meetings, the roles of participants, and ground rules to govern meetings.
   2. Handle disruptive behaviors.
   3. Demonstrate how to plan and facilitate an effective meeting using process tools, prepare an agenda and how to use effective record-keeping tools.
   4. Explain how to evaluate a meeting and implement suggested improvements

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Tests
   2. Oral Presentations
F. METHODS FOR EVALUATION OF STUDENT LEARNING: Continued...

3. Group Activities
4. Individual Projects
5. Application Papers

G. SPECIAL INFORMATION (if any): None