

Taking Learning To New Heights

Learning Everest collaborates with Subject Matter Experts from various fields to create simple, yet impactful, off-the-shelf eLearning courses that your learners can take at their own convenience. We specialize in providing you courses on various topics that would empower your learners to gain the necessary knowledge and perform better.



Learning Everest

Learning Everest Private Limited

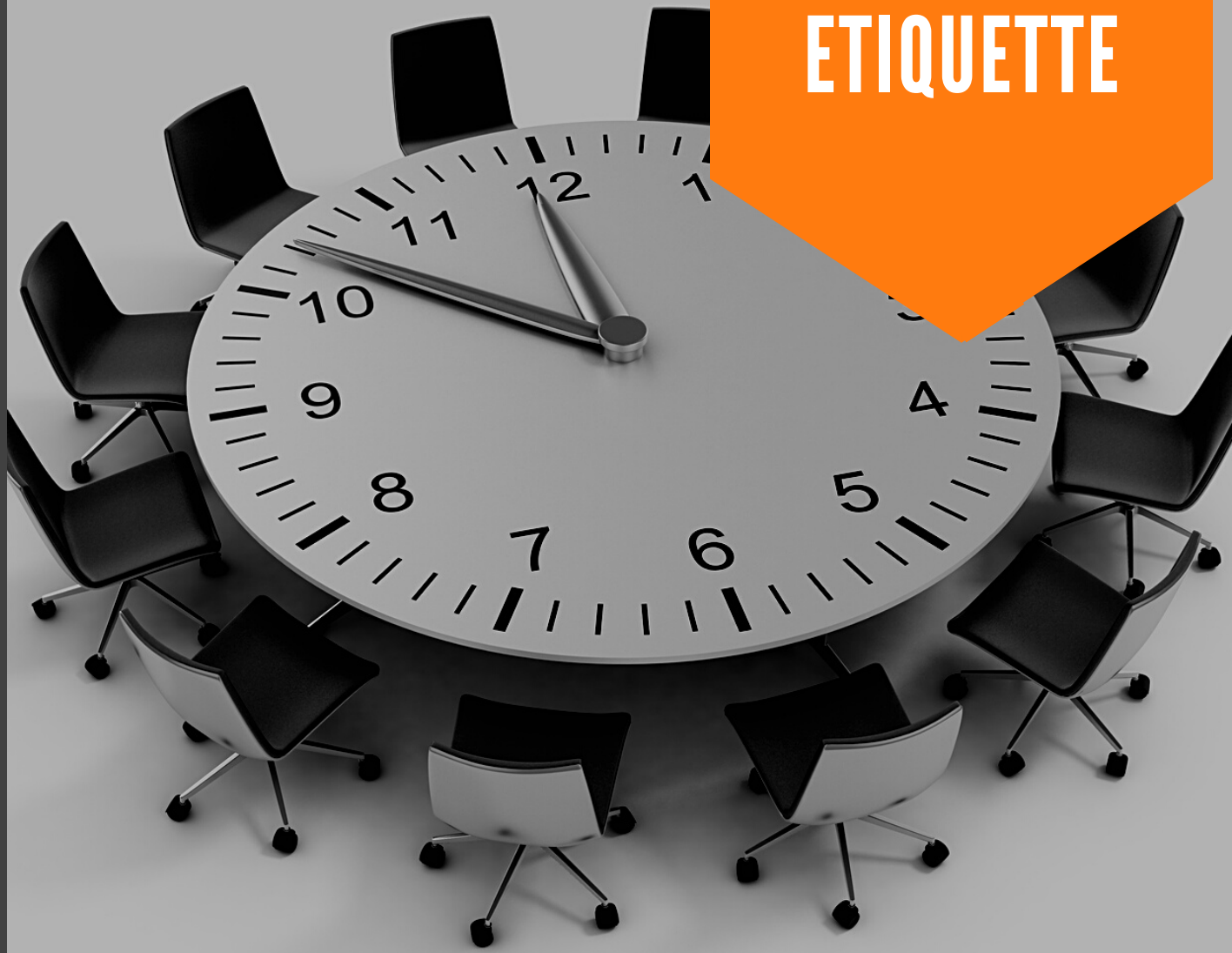
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MEETING ETIQUETTE



Duration: 1 hour



Level of course: Beginner and Intermediate

Unique Features

- cmi5, xAPI (Tin Can API), SCORM 2004, SCORM 1.2, and AICC compliant eLearning course
- Self-paced & Interactive
- Supplementary Examples
- Knowledge Checks to reinforce learning
- Gamified Assessment

Who Should Attend

This course is suitable for all junior, middle-level, and senior-level employees.

It will especially benefit employees who have just entered the work force.

Course Overview

A large chunk of employees' time is spent attending meetings. These gatherings keep businesses running as they are a vital step for making business decisions and executing them. But meetings are also time-consuming and take effort to organize since attendees have many other responsibilities during a workday.

Meeting etiquette is the practice of behaving in a respectful, considerate, and organized manner when it comes to meetings. It makes meetings run smoothly, creates a positive and productive atmosphere, and fosters mutual respect and collaboration among members. Thus, a successful meeting directly affects positive business outcomes.

In this course on meeting etiquette, learners will gain important meeting-related skills from planning one to attending one. Upon completion, they will be able to organize meetings, learn how to give compelling presentations, and understand the nuances of online and offline meetings.

Topics Covered

1. Writing meeting agendas
2. Sending out invitations and reminders
3. Hosting and moderating meetings
4. Punctuality and attire
5. Body language and communication in offline meetings
6. Online meeting etiquette