

# Course Syllabus: How to Conduct an Effective Meeting

**Course Duration:** 5 Modules

**Delivery Format:** Online / Hybrid (with synchronous training demonstrations)

**Tools Required:** Microsoft Teams, OneNote, Internet access

**Audience:** Corporate instructional design team

## Course Objectives

By the end of this course, learners will be able to:

- Apply best practices for effective meeting facilitation
- Set up and manage meetings using Microsoft Teams
- Organize and streamline meeting documentation using OneNote
- Lead collaborative discussions using structured agendas
- Evaluate and refine meeting practices using reflective tools

## Modules

### Module 1: Foundations of Effective Meetings

**Focus:** Establishing the “why” behind good meeting design

- Introduction to meeting best practices (interactive case studies)
- Analyze the impact of ineffective meetings (group reflection & peer critique)
- Establish expectations and norms (develop meeting etiquette guidelines)

**Deliverable:** Team-created “Meeting Norms Handbook”

### Module 2: Setting Up a Meeting in Teams

**Focus:** Technical fluency and setup efficiency

- Overview of Microsoft Teams features for meetings
- Step-by-step tutorial: scheduling a meeting
- **Activity:** Learners schedule and invite peers to a mock training session

### Module 3: Using OneNote for Meeting Organization

**Focus:** Building structures for pre-, during-, and post-meeting documentation

- Intro to OneNote for instructional purposes
- Create and share team notebooks
- Design a reusable agenda template
- Tracking action items and follow-ups
- **Activity:** A fully structured OneNote to support a meeting

## **Module 4: Conducting the Meeting**

**Focus:** Practicing facilitation techniques

- Use of the agenda to maintain flow and timing
- Facilitating discussions with equity and engagement
- Real-time notetaking
- **Simulation:** Learners conduct a peer-reviewed meeting using prepared materials

## **Module 5: Assessment and Summary**

**Focus:** Practice and reflection

- Re-create the full meeting lifecycle using Teams & OneNote
- Peer and self-assessment using provided rubrics
- Final reflection: “What makes meetings meaningful?”