



This self-guided online course offers a comprehensive overview of meeting management fundamentals alongside intermediate and advanced techniques of meeting leadership.

Target Audience: Meeting Leaders & Business Professionals

Format: Online Learning

Time Commitment: 1.5 hours self-guided

Full Description: <https://customer.sherpany.com/meeting-leader-certification>

Objectives

- Equip participants with essential meeting management skills often overlooked in traditional leadership training.
- Empower employees to elevate their meetings and organisational impact by fostering engagement and inclusivity.
- Attain Meeting Leader Certification to enhance meeting productivity, decision-making, and team cohesion across various meeting formats.
- Provide a structured learning experience with three specialised modules, downloadable resources, and access to Sherpany's team of Meeting Experts.

Outcomes

Upon completion, participants will:

- Organise meetings with clearly defined objectives, leading to more efficient use of time and fewer follow-up sessions.
- Make better decisions by employing techniques to gather comprehensive team input while avoiding cognitive biases.
- Support teams in better meeting preparation, goal achievement, and actionable next steps, positioning themselves as leaders within their organisation.