

Effective Meetings Produce Results: Plan, Lead, and Manage your Meetings

Are you prepared? How effective are your meetings?

We spend a good portion of each day in meetings. Make the time even more valuable for you and your team members by checking out our online courses on effective meetings.

Topics include:

- Finishing Meetings on Time
- Encouraging Participants
- The Best Times to Schedule Meetings
- Creating the Ideal Meeting Environment

Learning on Demand resources provide an extensive range of learning content including online books on customer service and customer value, business book summaries, executive summaries, interactive courseware, hands-on simulations, and many more solutions.

Learn more about effective meetings by reviewing the suggested learning assets listed below.

Planning Meetings Fit for Purpose	Course	20 Minutes
Running Meetings in Better Directions	Course	20 Minutes
Four Types of Effective Meetings	Video	5 Minutes
Is a Meeting Needed?	Job Aid	3 Minutes

To get started:

- Go to myOhio.gov
- Sign on with your OH|ID Workforce User ID and password
- Click **My Workspace**, then select **Applications**, and click **Learning on Demand**

Please review and adhere to your agency's training and development policies, procedures, and guidelines regarding the use of Learning on Demand resources and tools.

