

MASTER OF MEETINGS

Document of Achievement

How many times have you walked out of a meeting thinking, “So what did we decide?” or “So who’s doing what now?” Make sure no one ever leaves your meeting asking these questions. This program will equip you with the skills to take your career to the next level by showcasing your ability to plan, facilitate and follow-up with meetings successfully.

1 Attention to detail

Remember a time when you attended a meeting and thought “This could have been an email”? The exercises and techniques throughout this program will teach you how to successfully run a meeting by improving your decision-making, equipping you with the skills to handle conflicts, and showing you ways to build a collaborative work environment.

2 Supply a roadmap

There’s nothing worse than attending a meeting unsure of what you’re meeting over or worse, leaving more confused than beforehand. Learn best practices to avoid this situation, cover the creation of agendas, recording minutes, and post-meeting follow-up to ensure your meetings are results-focused and action-oriented.

3 Become a professional

Love the feeling of achieving all meeting agenda items in the time allocated? Become known as someone who “keeps the meeting on track” and establish your reputation as a valuable contributor or meeting host, building your role as an efficient administrative professional.

4 Practice makes perfect

Throughout the program, experience meetings first hand, practice drafting administrative documents and develop the skills needed to become a leader in your workplace. Our instructors will be on hand to show you best practices and ensure you are ready to take your next meeting by storm with versatile templates and document samples.



Admission Requirements

There are no admission requirements for this program.

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See assiniboine.net/elp for more information.

Graduation Requirements

To graduate with a Master of Meetings document of achievement, students must successfully complete 40 academic hours.

Program Fees

Tuition, fees and Students' Association fees total approximately **\$668**.

All fees are estimated and are subject to change without notice.

Courses

NUMBER	COURSE TITLE	HOURS
BUSN-0181	Move the Meeting	15
BUSN-0182	Meeting Facilitation	15
COMM-0389	Interpersonal Communication	5
COMM-0390	Presentation Skills	5

Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit assiniboine.net for the most up-to-date information.

Next Steps!

Register now! Visit assiniboine.net/register.

For more information on this program, visit assiniboine.net/masterofmeetings.

0620