



# SkillSoft e-Learning Recommended Learning List

## Meeting Management

### Sample SkillSoft Courseware

#### Business Impact Series (5 to 10 minutes)

These analyze frequently encountered business problems and deliver practical solutions. Each Business Impact focuses on a key scenario, uses innovative video and animation techniques to dramatize its core elements, and recommends a specific course of action.

In SkillSoft, click on 'Catalog' and look for 'Business Exploration Series,' then 'Business Impact Series.'

#### Challenge Series (15 to 20 minutes)

These briefly immerse learners in a business situation and get you back to the job with tools to apply the concepts. The interactive case studies focus on analysis, problem solving, and decision making within first-person role-play targeted at a specific business scenario.

In SkillSoft, click on 'Catalog' and look for 'Business Exploration Series,' then 'Challenge Series.'

### Course Name

### Course Number

#### Modules

Etiquette and the Business Meeting	<a href="#">comm_11_a03_bs_enus</a>
Participating Effectively in Business Meetings	<a href="#">comm0333</a>
Planning Effective Business Meetings	<a href="#">comm_06_a01_bs_enus</a>
Facilitating Work Groups and Meetings	<a href="#">mgmt_08_a03_bs_enus</a>
Etiquette and the Business Meeting	<a href="#">comm_11_a03_bs_enus</a>
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#### Simulations

The Effective Business Meeting	<a href="#">comm006a</a>
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#### SkillBriefs

Selecting a Facilitator	<a href="#">mgmt0273</a>
Creating Mission-based Agendas	<a href="#">mgmt0273</a>
Effective Meeting Room Arrangement	<a href="#">mgmt0273</a>
Starting a Meeting Successfully	<a href="#">mgmt0273</a>
Intervention Strategies	<a href="#">mgmt0273</a>
Ending Meetings Successfully	<a href="#">mgmt0273</a>
Preparing for the Meeting Follow-up	<a href="#">comm0331</a>

For SkillSoft login information and a Quick Start Guide go to:

[www.umbc.edu/skillsoft](http://www.umbc.edu/skillsoft)

New content is continuously being added. For a current list of courses available, look under 'Course List by Subject.' New releases are at the end of the lists.



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How to Structure a Meeting Agenda	<a href="#">comm0331</a>
Creating the Ideal Meeting Environment	<a href="#">comm0331</a>
Attributes of Effective Meeting Objectives	<a href="#">comm0331</a>
How to Prepare Meeting Participants	<a href="#">comm0331</a>
The Elements of a Meeting Plan	<a href="#">pd0103</a>
Deciding Who Should Attend Business Meetings	<a href="#">comm0331</a>
<b>Job Aids</b>	
How to Prepare for a Meeting	<a href="#">comm0183</a>
Etiquette Guidelines for Meetings	<a href="#">comm0183</a>
Meeting Agenda Checklist	<a href="#">comm0183</a>
Meeting Evaluation Worksheet	<a href="#">comm0331</a>
Roles for Planning Agendas	<a href="#">mgmt0273</a>
Pre-Meeting Agenda Questionnaire	<a href="#">mgmt0273</a>
Three Ways to Facilitate Meeting Participation	<a href="#">comm0183</a>
Meeting Room Checklist	<a href="#">comm_06_a03_bs_enus</a>

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