

## ***Build Communication Skills: Meetings via LOC Learn***

*Build Communication Skills: Meetings via LOC Learn* continues with additional tools for the development of communication skills. We encourage you to share these learning opportunities with your employees:

<b>Online Learning Resource</b>	<b>Resource Type, Duration</b>	<b>Speaker</b>	<b>What you will learn:</b>
<a href="#">Meetings with Purpose and Energy</a>	Video, 3:20 minutes	Peter Bregman	Ditch meetings that are a waste of time in favor of meetings that have a good purpose, bringing together many engaged minds to achieve a specific objective.
<a href="#">Virtual Meetings That Work</a>	Video, 2:29 minutes	Rick Lent	Virtual meetings are infamous for their bad behaviors and poor participation, but there is a better way.
<a href="#">Better Meetings Means More Dialogue</a>	Video, 3:19 minutes	Kevin Eikenberry	Leading a meeting doesn't have to automatically cause a sense of dread, especially if you focus on audience participation.
<a href="#">Planning Meetings Fit for Purpose</a>	Course, 20 minutes	N/A	In this course, you'll discover a process for preparing effective meetings by establishing a clear purpose and objectives. With the right people and agenda, and solid prep work, you're nearly there!
<a href="#">Leading Virtual Meetings</a>	Video, 3:17 minutes	Keith Ferrazzi	Send a pre-read and ask attendees to seek input from their team about the pre-read. Turn on the video. Ask attendees to talk about their lives for 10-15 seconds. Encourage candor and collaboration.
<a href="#">Meeting Malpractice</a>	Video, 3:39 minutes	Sydney Finkelstein	Like most classic crimes, meeting malpractice begins long before the main event.
<a href="#">Running Meetings in Better Directions</a>	Course, 20 minutes	N/A	In this course, you'll learn how to kick off meetings and how to ensure maximum participation and buy-in. Then you'll be introduced to what to do when meetings go off track, when to intervene, and how to deal with productivity problems.
<a href="#">Boring Meetings Suck: Get More Out of Your Meetings, or Get Out of More Meetings</a>	Book, 223 pages	Jon Petz	Providing tips and tactics to deliver "Get-In, Get-It-Done, or Get-Out" style meetings, this entertaining, take-no-prisoners guide presents winning techniques to help make your next meeting both efficient and effective.