



MASTER COURSE OUTLINE

A. SMGT 1240 Meeting Management

B. COURSE DESCRIPTION:

This course focuses on developing organization, planning, and communication skills for effective meetings. Participants will learn how to prepare employees for what to expect before, during, and after meetings. It will help participants expand their knowledge and develop their skills to increase efficiency and productivity in meetings.

(1 Cr – 1 lect, 0 lab)

C. *Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ☒ ILO 1: critical thinking (*Core Theme Goal 2*)
- ☐ ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ☐ ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ☐ ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Organizing skills
- Planning skills
- Communication skills
- Meeting management

F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
* <u>Critical Thinking</u>	recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses and evaluations made by ourselves and others.	1. identify need and reasons for meetings.
<u>CS</u>	understand meeting experiences and make comparison between meetings.	1. discuss and compare meeting experiences.

<u>CS</u>	understand the importance of participant selection.	1. explain the importance of participants selected for meetings.
<u>CS</u>	understand productive agendas and logistic strategies.	1. create a timed agenda. 2. design meeting room specifications and layouts.
<u>CS</u>	understand meeting management methods.	1. demonstrate management methods such as sequencing, outlining, and stakeholder analysis.
<u>CS</u>	examine techniques to avoid or correct ineffective meetings.	1. conduct or illustrate an effective meeting.

G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

H. COURSE CODING INFORMATION:

Course Code A/Class Maximum 48; Letter Grade

Revision date: 04/20/11; 09/01/16; 04/02/26

AASC Approval date: 09/20/16; 05/12/26

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland's MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum "10 Goal Areas of Emphasis" are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

*Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7A, 7B, 7A/B
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

**Riverland Community College Discipline Areas	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

Riverland