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## Course Information

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**Course Title:** How to Run a Meeting #367419

**Number of continuing education credit hours recommended for this course:**

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

**CPA: 2** (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Pennsylvania Board of Accountancy: PX178025

Texas State Board of Accountancy: 009349

### Course Description

When not properly managed, a meeting can be a waste of time. Agendas are vague, attendees are not motivated to participate, and there are no concrete results. *How to Run a Meeting* reveals how to use proper preparation and problem-solving skills to make meetings succeed, every time. The course discusses the proper sequence of events to follow that lead up to a meeting. It also notes the different types of decision-making processes that can be used in a meeting, as well as the attributes of the ideal meeting leader. The course covers numerous other topics, including dealing with problem employees and the best meeting room layout. The outcome should be an immediate turnaround in the effectiveness of your meetings.

**Program Delivery Method:** NASBA QAS Self-Study (interactive)

### Subject Codes/Field of Study

NASBA (CPA): Personal Development

### Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: None

Advance Preparation: None

## Course Content

Publication/Revision date: 7/11/2019.

Author: Steven M. Bragg, CPA.

Final exam (online): Ten questions (multiple-choice).

## Instructions for taking this course

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed below, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

## Instructions for Taking the Final Exam Online

- Login to your account online at [www.bhfe.com](http://www.bhfe.com).
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

### Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

## Learning Objectives

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- Recognize the types of people who attend meetings.
- Describe the problems caused when too many people attend a meeting.
- Cite the characteristics of the different types of meetings.
- Specify the types of information included in a post-meeting memo.
- Describe the circumstances under which a consensus building process can go wrong.
- Recognize the methods used to mitigate an excessive amount of group uniformity.
- Describe how to deal with differing room sizes.
- Describe the characteristics of the different types of questions.
- Specify the techniques used to deal with recurring meetings, large meetings, and small meetings.

## About the Author

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**Steven Bragg, CPA**, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written numerous books on accounting, finance, and human resources/personnel.

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