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Course Information

Course Title: How to Run a Meeting #367422

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: 2.5 (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 (for ethics): 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.

Course Content

Publication/Revision date: 7/12/2022.

Author: Steven M. Bragg, CPA.

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

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

Instructions for Taking This Course

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- **To retain the course-PDF after completion (for future reference) and to enable enhanced navigation:** From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- Complete the course by following the learning objectives listed for the course, studying the text, and, if included, 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 Online Exam

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- A passing grade of at least **70%** is required on the exam for this course.
- You will have three attempts to pass the exam (call or email us after three unsuccessful attempts for instructions).
- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives

- 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

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 a 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 more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

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Published by AccountingTools, Inc., Centennial, Colorado.

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Table of Contents

Chapter 1 - The Sequence of Meeting Events	1
The Need for Meetings.....	1
The Meeting Process	2
The Need for Preparation	2
Is the Meeting Necessary?.....	2
Select Attendees	3
Set the Meeting Size.....	4
Set the Meeting Location	4
Set the Meeting Time	4
Clarify the Objective	5
Issue Invitations.....	5
Issue an Agenda	6
Verify Meeting Logistics.....	7
Assign Meeting Roles	8
Issue Preparatory Materials	8
Review Meeting Materials	9
Arrive Early.....	9
Start the Meeting	9
Prohibit Multi-Tasking.....	10
Lead the Discussion	10
Make Transitions.....	11
Request Opinions	11
Dealing with a Lack of Progress	11
Dealing with Silence	11
Dealing with Traffic.....	12
Dealing with Real Conflict.....	12
Capture Information	12
Maintain a Parking Lot.....	13
Clarify the Result of the Meeting.....	13
Confirm the Decisions Made.....	14
Review Questions.....	16
Chapter 2 - Group Decision Making.....	17
The Decision Event	17
The Decision Making Process	18
Consensus Building.....	19
Incorrect Consensus Outcomes	20
Causes of Faulty Decisions	20
Group Pressure.....	20
Conformity.....	21
Decision Cascades	21
Polarization	21
Confidence.....	21
Improvements to the Decision Making Process	21
Deviant Thinking.....	21
Review Questions.....	23
Chapter 3 - The Meeting Room.....	24
Meeting Room Attributes.....	24
Room Size.....	24
Room Shape.....	25
Seating and Table Arrangements	25
Power Seating	26
Temperature	26
Windows	26

Lighting.....	26
Meeting Room Location.....	26
Review Questions.....	28
Chapter 4 - Attributes of the Meeting Leader.....	29
Listening Skills.....	29
Inquiry Skills.....	29
Process Management Skills.....	30
Recapping Skills.....	31
A Note Regarding Dominance.....	32
A Moment of Reflection.....	32
Review Questions.....	34
Chapter 5 - Additional Meeting Topics.....	35
Meeting Tools.....	35
The Ideal Meeting Duration.....	35
Dealing with Problem Employees.....	36
Special Issues for Recurring Meetings.....	37
Special Issues for Large Groups.....	37
Special Issues for Small Groups.....	37
Special Issues for Long Meetings.....	37
Special Issues for Dispersed Groups.....	38
Judging the Effectiveness of a Meeting.....	38
Review Questions.....	40
Answers to Chapter Questions.....	41
Glossary.....	44
Index.....	45