



Greetings,
Booshoo,
Tansi,
Bonjour!

How To Prepare For and Conduct a Requirements Session

Day One	Day Two
<p>Welcome and Introductions</p> <p>Module One Beginning at the Beginning</p> <p>Module Two Ingredients of a Successful Session</p> <ul style="list-style-type: none"> • Ingredients of an Effective Meeting • Meeting Effectiveness Survey • Our Meetings Challenges Are <p>Meeting Management</p> <ul style="list-style-type: none"> • Participant Participation • Roles, Responsibilities and Tasks • Meeting Leadership Styles 	<p>Module Six Conducting the Session</p> <ul style="list-style-type: none"> • Meeting Process • Dialogue, Discussion And Debate • Initializing Work Group Problem-Solving • Using Questions To Promote Conversation • Facilitating Group Decision Making • Seeing Problems From A Common Perspective <p>Module Five Managing the Session Deliverables</p>
<p>Module Three Planning the Session</p> <ul style="list-style-type: none"> • Meeting Preparation • Meeting Structure • Create, Distribute and Use Meeting Agenda's • Meeting Leader Process Notes • Document and Distribute Meeting Notes <p>Module Four Meeting Murphy and Fighting Back</p>	<p>Module Seven Closing the Session</p> <ul style="list-style-type: none"> • Steps For Providing Closure For A Meeting • Evaluating A Meeting <p>Module Eight Moving Forward</p> <ul style="list-style-type: none"> • Personal Action Planning <p>Wrapping Up</p>