

## Justice Institute of British Columbia COURSE OUTLINE

**Course Code:** MGMT 172  
**Course Title:** Meeting Circles: For More Effective Meetings  
**Prerequisite Courses:** none

**Sponsoring Division:** Centre for Leadership

**Previous Course Code & Title:**

**Course Effective Date:** May 4, 2007

<b># of Credits:</b>	1
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**Course Description:** By using a Circle Meeting with its core principles and straight-forward process you can improve any meeting – from boardrooms to offices – with an authentic conversation. Most of us don't communicate what we really think and feel as we do not feel safe enough to be candid. Even if you do the "right" thing and have a meeting purpose, have an agenda and stick to time limits, many meetings are still unproductive. In this course, you will gain a better understanding about why meetings work and don't work. As well, you will learn to use a simple process for enhancing meetings – conducting a circle meeting. This course is for anyone who has the responsibility for conducting a meeting including supervisors, managers, HR people, executives and board members.

### Course Learning Objectives:

Upon successful completion of this course, the learner will be able to:

1. Use Circles work to promote candid conversations
2. Understand the foundation principles of a circle meeting
3. Use the Meeting Circle practices and step-by-step process
4. Understand and step into the role of the Circle facilitator
5. Introduce circles into your organization with little effort and cost

### Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

<b>Delivery Methods</b>	<b>Class Option A (Hours)</b>	<b>Class Option B (Hours)</b>	<b>Class Option C (Hours)</b>	<b>Class Option D (Hours)</b>
Classroom/Lecture/Discussion	14			
Simulation/Lab				

Practicum/Fieldwork				
Online				
Correspondence				
<b>Total Class Hours</b>				

**Course Grading System:**

*Check the system that applies to this course:*

<input type="checkbox"/>	Letter Grades	<input type="checkbox"/>	Percentage	<input type="checkbox"/>	Pass/Fail	<input type="checkbox"/>	Credit/No Credit
<input type="checkbox"/>	Complete/Incomplete	<input type="checkbox"/>	Attendance Only	<input type="checkbox"/>	Not Applicable		

<b>Passing Grade:</b>	P/F
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*JIBC Standard Grading Scale for Letter, Grade Point and % Grades:*

Letter Grade	Grade Points	% Range
A+	4.33	90-100
A	4.00	85-89
A-	3.67	80-84
B+	3.33	76-79
B	3.00	72-75
B-	2.67	68-71

Letter Grade	Grade Points	% Range
C+	2.33	64-67
C	2.00	60-63
C-	1.67	56-59
D	1.00	50-55
F	0.00	0-49

**Evaluation Activities and Weighing:** (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

**Comments on Evaluation:**

**Other Course Guidelines, Procedures and Comments:**

**View the Justice Institute of BC Policies listed below at:**

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy  
Harassment Policy  
Prior Learning Assessment Policy  
Student Code of Conduct

Academic Appeals Policy  
Intellectual Property Rights Policy  
Research on Human Subjects: Ethics  
Student Records