

Meeting Management: The Art of Making Meetings Work

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day program will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment, and talents of those who participate.

How You Will Benefit:

- Understand the value of meetings as a management tool.
- Recognize the critical planning step that makes meeting time more effective.
- Identify process tools that can help create an open and safe forum for discussion.
- Develop and practice techniques for handling counterproductive behavior.

What You Will Cover:

- ▶ The basics for effective meetings
- ▶ The best and the worst of meetings
- ▶ Holding productive meetings
- ▶ Preparing for meetings
- ▶ Agendas
- ▶ Setting the place
- ▶ Leading a meeting
- ▶ Process and content
- ▶ Process tools, including DeBono's thinking hats, rules of work, and facilitation skills
- ▶ How to control a meeting
- ▶ A plan for success

Name of City and Date of Event

Name of City and Date of Event

What's Included:

- Instruction by an expert facilitator
- Small interactive groups
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. *Prices and dates are subject to change.

Pre-Registration Form:

Meeting Management: The Art of Making Meetings Work

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

EXCELLENT IMAGE, INC.
Sustainable Peak Performance