

FACILITATING EFFECTIVE MEETINGS

Goal:

Increase a participant's ability to facilitate effective meetings.

Overview:

Employees spend a large portion of their time in meetings, either as a facilitator or a participant. Unfortunately, many meetings are unproductive and inefficient due to poorly planned agendas, lack of agreed-upon behavioral norms and ineffective facilitation.

Objectives:

Participants will:

1. Learn a model for planning and facilitating meetings.
2. Define the role of the facilitator.
3. Plan agendas that result in the meeting objectives being met.
4. Enhance the role of meeting participants' responsibilities.

Workshop topics include:

- Identifying the purpose of meetings.
- Evaluating the characteristics of a well-run meeting.
- Defining the role of a meeting facilitator and participants.
- Designing viable agendas.
- Tracking action items.
- Practice in facilitating meetings.
- Identifying common problems and possible solutions.
- Evaluation.

Duration: 4 hours



There is no shortcut to planning, planning is the shortcut to all effective action.

—anonymous



Joel Sadowsky & Don Boyd
DANCES WITH OPPORTUNITY, LLC
520-795-3943
Jdances@aol.com
www.DancesWithOpportunity.com

For more information about Dances With Opportunity, our training philosophy and additional services, please see our website:
www.DancesWithOpportunity.com