

# TITLE IV-E COLLABORATIVE Presents

## Facilitating Effective Meetings

Kevin King

Thursday, November 8, 2018

1:00PM-4:00PM

Registration 12:30 PM

West Valley Campbell Community Center  
One West Campbell Avenue, Campbell, CA

Room J69

KEVIN KING, MA has been with the Seneca Family of Agencies since 2000 and currently serves in the Seneca Institute of Advanced Practice as the Lead Trainer for the Short Term Residential Therapeutic Program Certification team. Within this role, he is responsible for the curriculum development and training of the forty-hour initial certification, the twelve-hour transition certification as well as ongoing Continuing Education classes and programs. Previously, Mr. King served as Program Director for Seneca's Concord Community Treatment Facility, San Francisco Community Treatment Facility, Willow Rock Center Stabilization Unit, The James Baldwin Academy non-public school, and as the Principal of a large elementary school in East Oakland.

### Facilitating Effective Meetings:

Although holding a meeting may seem like a simple task, there are many intricacies involved in holding a successful, effective meeting. This training will cover concrete strategies that will help you hold an effective meeting, such as: a meeting agenda, a meeting template, and brainstorming methods. These tools will ensure that your future meetings will produce effective results.

#### Eligible County Employees



For questions contact Staff Development & Training at

[Rianna.Garcia01@ssa.sccgov.org](mailto:Rianna.Garcia01@ssa.sccgov.org)

*\*Must obtain Supervisor approval prior to registering\**

#### All Other Eligible Employees

Register on line here:

<https://register.asapconnected.com/ClassDetail.aspx?pk=1281493>

If you have a question please e-mail us at:

[T4e.collaborative@gmail.com](mailto:T4e.collaborative@gmail.com)