

How to Have Effective Meetings!

Program Description: Yes, you can have, host and hold effective meetings! Meetings don't have to be dreaded and avoided any longer. Meetings can and should be productive, pleasant and yes, even delightfully anticipated. It sounds crazy, but leading and/or participating in meetings that are effective does not have to be the exception. Effective meetings can be the "norm" for you and your organization if you view them, plan them, lead them, and participate in them in the "right" way for your organization. In this session, participants will learn how to have effective meetings, whether you are the leader or a meeting/committee member. Everyone in a meeting/committee has valuable responsibilities and roles to play that can ensure effective, productive and upbeat meetings. In many scenarios, meetings that don't require full parliamentary procedures can be conducted in an efficient manner where agenda objectives are fulfilled and member benefits are produced. Learn various techniques and tools that can help make your meetings delightfully anticipated ... not avoided!

PROGRAM OBJECTIVES

- The Fundamentals of Effective Meetings
- Leader or Facilitator Skills
- Member Participation Skills
- How Can Leaders and Members Cooperate in Having Effective Meetings?