

Meetings: Leading and Participating Holding Your Own, But Working As a Team

This four- to eight-hour course provides an opportunity for participants to recover time often wasted in nonproductive meetings. Participants will identify the roles of a facilitator/leader, understand group dynamics, determine efficient methods of information exchange, practice techniques for expressing and evaluating ideas in a group setting, and learn techniques for coping with difficult meeting participants.

Key Objectives

- Eliminate common timewasters in meetings
- Identify and practice eight roles as a meeting leader
- Prepare an efficient agenda to increase productivity
- Facilitate seven group processes for improved interaction
- Handle difficult meeting "personalities"
- Present ideas persuasively as a meeting participant
- Practice 10 techniques for efficient exchange of information

Who Should Attend

Anyone who frequently leads or participates in meetings

Materials/Texts

Participants will receive a manual containing key principles and exercises to practice each concept. They will also receive the book *Communicate with Confidence®!: How to Say It Right the First Time and Every Time* (written by Dianna Booher and published by McGraw-Hill).

Class Size

15-20 participants