

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

This 4-, 8-, or 16-hour meetings skills training 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 keep meeting discussions focused
- Facilitate seven group processes for improved interaction
- Controlling group dynamics with difficult meeting "personalities"
- Present ideas persuasively as a meeting participant
- Identify 10 techniques for efficient exchange of information—without a meeting

### 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) along with job-aid cards.

### Class Size

Up to 20 participants