

Managing Effective Meetings



Course Number: MTS MT 001

Cost Per Person: \$100/Participating Agency, \$200/Non-Participating

Eligibility: All

Instructor: Ann Wright

Length: 4 hours (8:30 am – 12:30 pm)

Certificate Series: Not currently part of a certificate series

Location: Des Moines, Hoover State Office Building, Level A

Scheduled Sessions:

01/14/20

02/06/20

03/10/20

04/16/20

Overview:

Just been invited to *another* meeting? Ever wonder why people sometimes dread attending meetings?

Meetings take up employee's valuable time. *Managing Effective Meetings* provides participants with a practical, hands-on approach to the development and facilitation of an effective meeting. Participants will bring an agenda from a past meeting and the agenda or information for an upcoming meeting.

Workshop topics include but are not limited to discussion of the following:

- Characteristics of an Effective and Productive Meeting
- Characteristics of an Effective Meeting Facilitator
- Six questions that will Lead to the Development of a *Meeting That Matters*
- Keeping on Task, Follow-Up and Facilitating a Productive and Successful Meeting