

# Want to get something done?

**Meetings!** You spend hours in them, and often believe that little is accomplished. They are the bane of today's business, but they are also necessary. They *should* help you solicit all points of view; they *should* help you generate ideas to address your tasks; they *should* ensure shared understanding of tasks and accomplishments; they *should* foster collaboration; and they *should* help you solve problems that cross organizational boundaries.

But how often have you walked out of a meeting and still not understood the purpose or why you were invited?

You're not alone!

This workshop is designed to give you practical advice on meeting management, the roles that need to be set beforehand, and the importance of basic facilitation skills. The focus is on experiential training that helps you understand the value of planning and managing meetings.

No more boring and useless meetings.

## Workshop Objectives:

Lecture and practice will enable participants to:

- ◆ Plan a complex meeting.
- ◆ Understand the tools and roles in effective meeting management.
- ◆ Facilitate in-person meetings.
- ◆ Build consensus among decision makers and ensure that there truly is consensus.
- ◆ Avoid meeting stalemates and keep meetings flowing productively.

# EFFECTIVE MEETING MANAGEMENT



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