



## Managing Effective Meetings

---

**How many times have you wasted your days in meetings and done your “real work” at night and on the weekends? Get a positive return on the investment of costly time and resources in meetings.**

---

*Managing Effective Meetings*, a one-day seminar, focuses on the facilitation tools necessary to achieve successful meetings.

We emphasize practical techniques for planning, conducting, and evaluating meetings and have participants use these techniques during a mock meeting at the end of the seminar. Participants receive our uniquely designed job aids and templates for planning their own meetings.

### **Seminar Topics**

- Learning a step-by-step process for planning, conducting, and evaluating meetings
- Applying this process to planning an upcoming meeting
- Identifying differing needs of various meeting stakeholders, managers, other groups, customers, clients, and team members
- Establishing key roles that need to be played during an effective meeting
- Using a checklist and templates to achieve meeting success

To inquire about courses, please contact WD Communications with the information provided below.