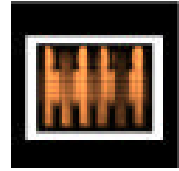


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## Meeting the meeting challenge

The ability to effectively and efficiently participate in and facilitate meetings is key to success in many areas of both personal and professional life. When both participant and facilitator understand their roles in meetings and commit to fulfilling them, meetings can be productive and useful, and can actually save time in the long run.

Offered in either workshop or presentation format, this session is packed with information and how-to explanations to help you better plan for and participate in meetings for both professional and personal purposes ... available exclusively from The WorkTrust™ Training & Speaker's Bureau.

### ➤ **TOPIC PREVIEW :**

- Talk's not cheap - the high cost of meetings
- Assessing the need for a meeting
- Determining the type of meeting
- Preparing for a meeting (invitations, agendas, location, seating, facilities )
- Attending meetings (roles, listening and speaking effectively, general etiquette )
- Running meetings (pacing, facilitating, time/ agenda management, closing)

### ➤ **TARGET AUDIENCE:**

Business professionals, human resources professionals, supervisors, managers, executives, and front-line workers who wish to learn more about being effective meeting participants and facilitators.

### ➤ **SESSION LENGTH:**

- Option One - 1-day workshop
- Option Two - 1-hour presentation (suitable for meal or conference presentations).