

Don't Waste My Time! Making Meetings Work



Ask Yourself These Pertinent Questions:

- ➔ Do you know when a meeting is necessary and who should attend?
- ➔ Could your meetings be more productive?
- ➔ Do you know how to deal with the challenges that cause meetings to get off track?
- ➔ Are you good at planning and facilitating meetings but need skills to follow up?

COURSE OBJECTIVE

This course helps leaders save time and resources by leading meetings that support business needs to ensure that there is a payoff for the time invested in meetings.

LEARN TO

- Plan, facilitate and follow up on meetings to ensure that business results are achieved.
- Use appropriate intervention techniques to keep meetings on track.
- Ensure that participants contribute effectively and support the meeting's outcomes.

KSU Employees Register at: <http://tinyurl.com/kennesaw-eol>

All Others Please Register at: <http://tinyurl.com/kennesaw-pdc>

(Cost for KSU Employees: \$65 ~ PDC Partners: \$95 ~ 0.3 CEU Credits)



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