

Hosting Effective Meetings

Do you spend a lot of time in meetings? Whether you're a member of a work team, a project team or a committee, it takes focused effort to function effectively and efficiently. Join us for this half-day workshop where you will be equipped with tools and tips to support effective team work and meeting management.

Workshop Description:

We'll discuss the importance of meeting guidelines and describe how to develop them, and we'll explore strategies to address common meeting challenges. You'll also complete a questionnaire to evaluate the effectiveness of your meetings!

Upon completion of this workshop, you will:

1. Identify the key processes that support effective team work.
2. Describe the tools and processes required to ensure effective team meetings.
3. Identify the importance of meeting guidelines and describe how to develop them.
4. Discuss strategies for addressing common meeting challenges.
5. Use a questionnaire to evaluate the effectiveness of meetings.

Timeframe:

9:00am to 12:30pm, with a mid-session break.

What's Included?

- Participant handouts
- Coffee and tea on arrival
- Light, mid-session snack
- Certificate of Participation



Ask About
"Buy Two
Get Third
at 50% Off"

The Facilitator:

Gerard Murphy, President, Barefoot Facilitation Inc.

See next page for registration form 

This workshop has not been scheduled!

If you'd like to be placed on our waiting list,
please email Joanna at info@trybarefoot.com

In your email, please include:

- The workshop title(s) that interest you.
- The province/communities where you would prefer to attend a workshop.
- Your name and contact information.

We look forward to staying in touch as plans unfold!

The Barefoot Facilitation Inc. Team