

Hosted in collaboration between Barefoot Facilitation Inc. and NL Housing and Homelessness Network:

Conducting Effective Meetings

Workshop Description:

Do you spend a lot of time in meetings? Whether you're a member of a working group, 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 leave equipped with tools and tips to support effective team work and meeting management.

During this half-day workshop 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 meetings.
2. Describe the tools and processes required to ensure effective team meetings.
3. Identify the importance of meeting guidelines and describe how to establish them.
4. Discuss strategies for addressing common meeting management challenges.
5. Use a questionnaire to evaluate the effectiveness of meetings.

Date: February 28, 2018

Timeframe:

8:30am to 12:00pm, with a mid-session break.

Location: NL Housing and Homelessness Network – 77 Charter Avenue, Suite 100, St. John's, NL

What's Included?

- Participant handouts.
- Coffee, tea and light refreshments on arrival.
- Certificate of Participation.



Ask About
"Buy Two
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at 50% Off"

The Facilitator:

Linda Carter, Associate Consultant, Barefoot Facilitation Inc.
www.trybarefoot.com

See next page for registration form



Registration Form

Pre-registration is required. Please complete and send form by email to info@trybarefoot.com or fax to Joanna at 902-445-9572.

Name: _____ Position: _____

Organization: _____

Mailing Address: _____

Telephone: _____ Email: _____

Rates			Check one
Early Bird Standard	By February 7, 2018	\$145.50 (including 15% HST)	
Early Bird *Non-Profit <i>and all NLHHN Members</i>	By February 7, 2018	\$122.50 (including 15% HST)	
Regular Standard	After February 7, 2018	\$168.50 (including 15% HST)	
Regular *Non-Profit <i>and all NLHHN Members</i>	After February 7, 2018	\$145.50 (including 15% HST)	

Note: Our Non-Profit rate applies to registered charities, as defined by the Canada Revenue Agency, which hold a charitable registration number.

My Payment Option: (please check one box)	
<input type="checkbox"/>	Cheque or money order - Payable to "Barefoot Facilitation Inc.". Mail separately to: Barefoot Facilitation Inc. 3650 Hammonds Plains Rd. Unit 14, Suite 388 Upper Tantallon, NS B3Z 4R3
<input type="checkbox"/>	Etransfer (Watch for an email from Joanna for instructions)
<input type="checkbox"/>	Email invoice to: Name: Organization: Email:
Note: We are not equipped to accept credit card payments for this workshop.	

Cancellation Policy:

Refunds, less a \$25 administration charge, will be processed if written/emailed notice of cancellation is received (7) days before the workshop. There will be no refunds processed after that date; however, delegate substitution is permitted up to and including the day of the workshop. A minimum of 10 participants is required to host the workshop. Notification and refund will be provided should cancellation be necessary for any reason.