

CONDUCTING EFFECTIVE MEETINGS

LEARNING AND DEVELOPMENT WORKSHOP

Wednesday, May 24, 2017

1:00 p.m. - 4:00 p.m.

Room B101, North Campus

Facilitator: Diana Kawarsky, The Soft Skills Group

Research shows that the average individuals in our society will sit through 9,000 hours of meetings in their lifetime! (Harvard Business Review, 2014). That is over 365 days spent in our meetings – not to mention the thousands and sometimes millions of dollars spent on meetings.

From meetings with clients to those involving business development, internal practice groups or a transaction, when hosting a meeting the challenge is to manage it as effectively and as efficiently as possible. This workshop will help you learn the techniques and strategies necessary to run highly effective meetings. Learn chairing skills and how to identify the most common meeting pitfalls, in-meeting disagreements and undisclosed agendas, enhance your meeting skills today for more productive meetings.

Learning Objectives

- Run meetings that **always** end early
- Create meeting decision-making tools to always keep your meetings moving forward
- Better understand the need for diversity and be able to work with different work styles

Space still available - REGISTER NOW!

Email Maureen at maureen.martin-edey@humber.ca or [register here](#).

Thank you!