

## WORKSHOPS THAT WORK



# MAKING MEETINGS MEANINGFUL

## PRACTICAL TIPS AND BEST PRACTICES

If you lead a team, a task force, a board, a committee - and feel like you're getting nowhere during your sessions together, this workshop will help you turn your meetings around.

It's important to know how to facilitate meetings effectively so you can get the best information, reach consensus, and be productive during your time together. Learn why selecting the type of meeting style matters, how to encourage everyone to participate, how to deal with off-topic interruptions, and more.



### Always Be Prepared

Learn how to select attendees, choose the meeting type, and prepare to lead a group discussion.



### In the Driver's Seat

Learn how to effectively lead a session and keep everyone engaged, and what steps to take for post-meeting follow-up.



### Huddle Up

Learn the practical application of these skills with in-class group exercises.



### ABOUT YOUR INSTRUCTOR:

Tiffany Olson earned a B.S. and M.S. in Communication at Illinois State University. Over the last twenty+ years, Tiffany has taught communication courses at the college-level and now focuses her attention on corporate clients, helping them hone their skills through workshops and one-on-one coaching.

### PRAISE FROM PAST ATTENDEES:

*"Tiffany helped me identify why my weekly staff meetings always seemed to end up in frustration, with projects treading water. I have switched up my approach and I'm already seeing terrific results. Game changer!"*