

# Learn to conduct effective meetings

How to plan and conduct effective meetings.

Tired of meetings that don't work for you or your organization? This workshop focuses on making meetings efficient, and teaches the skills needed to facilitate the meeting process. Topics include effective agendas, desired outcomes, meeting agreements, working with disruptive team members, decision models and strategies to build consensus.

Instructor: Tad Kitada, MSW, Director of Prevention Service, Placer County Office of Education

Amy 14 9am-noon

Fee: \$10

Location: Incline Village – DWR Center, 948 Incline Way

Contact: (775) 298.0119