



Leading Effective
Meetings

Do you dread meetings? More importantly, does your staff dread meetings? People's biggest complaints about meetings at work include: they are too long, they happen too often, they don't seem to accomplish anything and any number of other criticisms.

In this workshop the following issues will be covered and discussed:

- When a meeting is meeting necessary and when it is not.
- Setting meeting objectives.
- Writing an effective agenda.
- Establishing and using rules of order.
- Encouraging participation.
- Setting up the room to suit the purpose of the meeting.
- Keeping the communication positive and productive.

This interactive workshop will be a great starting point for anyone wanting to have more effective and productive meetings.

Date: March 30, 2010

Time: 9:00 a.m. – 11:30 a.m.

Place: Continuum Lower Level Conference Room
1135 M Street



There are two-hour parking meters on M Street as well as on 11th & 12th Streets. Meters are \$.50 per hour and only take quarters and dimes. Also Carriage Park Garage is located behind our building at 1128 L Street. The two entrances are off 11th Street and off of N Street and run \$1 for the first hour and \$1 for each additional hour.

***Space is limited so please register prior to March 26 by calling Continuum EAP at 476-0186 or 800-755-7636 or by e-mail to Vdepenbusch@4Continuum.com. You can now also register from our website at www.4Continuum.com under "Training"; then go to "Upcoming Events" and you will see a prompt for "Now Enrolling".**

Note: All registrations must include individual e-mail addresses to allow for sending confirmation.