

Meetings That Work

www.Dougherty-Inc.com

Turn Meetings
Into Events!



AGENDA 2 Day Workshop

Meetings That Work

Design and facilitate
effective meetings

Day 1- You Will Learn

Participating in Meetings

- Keys to effective meetings
- Nature of Dialogue
- Ladder of Involvement

Planning Agenda Items

- Agenda Design
- Detailed Processes
- Tools and Techniques

Day 2 - You Will Learn

Designing Meetings

- Healthy Communication
- STEPS for Effective Meeting
- Meeting Design

Facilitating Meetings

- Stages of the Journey
- Social Styles
- Challenging Situations

Register online at :
www.Dougherty-Inc.com

Dougherty, Inc.
Facilitation and Training

MyFloridaMarketPlace and
Sunbiz registered

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Phone: 888-400-1029



Miami , FL
Nov 1-2, 2017
April 10-11,
2018

Private in-house courses available.

Participation in Meetings

Meetings That Work

Design and facilitate
effective meetings

Learn How To:

Move a group
towards consensus

Diminish frustration
in your meetings

Get better results
from your meetings

Get more people
involved

Enable people to be
more productive

- Increase productivity of the group
- Focus the purpose and intent of any meeting
- Aid the group in it's decision making process
- Handle difficult situations in groups
- Match process tools to each group's needs
- Design effective agendas
- Create participatory environments
- Develop a sense of teamwork among members

This course includes descriptions with references, of 72 facilitation tools and methods used by professional facilitators. You will learn how to design effective agenda items, meetings and facilitated events. Practice is an important component in this course.

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**13.5
Hours of
Training
Credit**