

# Meetings That Work

[www.Dougherty-Inc.com](http://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](http://www.Dougherty-Inc.com)

Dougherty, Inc.  
Facilitation and Training

MyFloridaMarketPlace and  
Sunbiz registered

LaurieDougherty@me.com  
Phone: 888-400-1029



Your  
date and  
location

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.

Register online at :  
[www.Dougherty-Inc.com](http://www.Dougherty-Inc.com)

Dougherty, Inc.  
Facilitation and Training  
MyFloridaMarketPlace and  
Sunbiz registered

LaurieDougherty@me.com  
Phone: 888-400-1029



**13.5  
Hours of  
Training  
Credit**