

Oh No! Not Another Meeting: Skills for Making Meetings More Productive

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Who really enjoys going to meetings these days? Not many do. But why? In today's business settings, our calendars are filled with meetings, but instead of helping us accomplish our work, meetings usually are a waste of time. Instead of placing the responsibility solely on the Chairperson, we propose that some of the issues with ineffective meetings lie with the participants.

This session provides information on how to be a productive meeting participant and how to help keep the meeting on track. It includes techniques on how to present information and how to record and write the minutes with a review of how to facilitate a meeting.

