

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

Suite # 211-3336 Portage Ave Winnipeg, Manitoba R3K 2H9
Phone (204) 992-2562 Fax (204) 272-3321
helenwythe@hjwythe.com www.hjwythe.com

Making Meetings Matter	
Day One	Day Two
<p>Module One Meeting Management</p> <ul style="list-style-type: none">• Ingredients of an Effective Meeting• Meeting Effectiveness Survey• Our Meetings Challenges Are• Participant Participation• Roles, Responsibilities and Tasks• Meeting Leadership Styles	<p>Module Three During the Meeting</p> <ul style="list-style-type: none">• Meeting Process• Dialogue, Discussion And Debate• Initializing Work Group Problem-Solving• Steps For Providing Closure For A Meeting• Using Questions To Promote Conversation• Evaluating A Meeting
<p>Module Two Before the Meeting</p> <ul style="list-style-type: none">• Meeting Preparation• Meeting Structure• Create, Distribute and Use Meeting Agenda's• Meeting Leader Process Notes• Document and Distribute Meeting Notes• Meeting Logistics• Meeting Opening and Closing	<p>Module Four Achieving Sustainable Agreements</p> <ul style="list-style-type: none">• Setting Decision Making Guidelines• Facilitating Group Decision Making• Seeing Problems From A Common Perspective• Cultivating Inclusive Solutions• Dealing With Difficult Situations• Closing the Meeting• Personal Action Planning

*Creating productive individuals, teams, workplaces,
organizations & communities*