Most people say they hate meetings, but what they really dislike are non-productive, poorly run meetings. Meetings are a great tool for achieving business results when the right people meet with a clear purpose and specific agenda. This course helps leaders save time and resources by leading meetings that support business needs. Leaders learn how to plan, facilitate, and follow-up on meetings (including virtual meetings) to ensure that there is a payoff for the time invested in meetings.

**DO YOU FACE ANY OF THESE ISSUES?**
> Do your leaders know when a meeting is necessary and who should attend?
> Do your meetings fail to improve productivity?
> Do your leaders know how to deal with the challenges that cause meetings to get off track?
> Are your leaders good at planning and facilitating meetings but lacking the skills to follow-up?

**PERFORMANCE OBJECTIVES**

Helps leaders:
> Plan, facilitate, and follow-up on meetings to ensure that business results are achieved.
> Use appropriate intervention techniques to keep meetings on track.
> Ensure that participants contribute effectively and support the meeting’s outcomes.
> Create and implement a strategy for effectively leading virtual meetings.

**PRIMARY COMPETENCY DEVELOPED**
> Meeting Leadership

**SECONDARY COMPETENCY DEVELOPED**
> Building a Successful Team

**Questions?** Contact Bev Hickam, Workforce Development Director, 573-518-2182
**Enrollment Deadline:** May 16  **Enrollment Fee:** $185 per participant
**Location:** Continuing Education Building, Mineral Area College Campus (Directions: Take the Park Hills/Leadington Exit off Highway 67. The college is located on the east side of this exit. Turn left onto the college campus. Immediately turn left again. The second building is the Continuing Education Bldg. The US and Missouri flags are located in front of the building.)

Fax to Bev Hickam's attention: 573-518-2292 or email to bhickam@mineralarea.edu. Cost: $185 per participant. Business will be billed direct. Cancellations accepted through May 19 or substitutes may be sent.

**COMPANY:** _____________________________________________________________________
**CONTACT PERSON/PHONE**________________________________________________________
**ADDRESS:** ______________________________________________________________________

**Name**
1. ____________________________________________
2. ____________________________________________
3. ____________________________________________