



MEETING SKILLS FOR RESULTS

WORKSHOP VIA VIDEOCONFERENCING

Presented By



This session focuses on practical strategies that help meetings produce results. Whether you are having a governance meeting to make decisions, a meeting to give or get information, or a working meeting to focus on a project or initiative, this session will provide you with strategies and tools to do more, successfully.

Topics explored are: discussion of the 6 different meeting types; meeting governance and goals; meeting dynamics; using agendas for advantage; methods for recording meeting minutes; and tips for chairing and/or facilitating a meeting.

- Location:** Volunteer Lethbridge
Suite 200 Deveta Place – 410 Stafford Dr. S., Lethbridge
- Date:** Wednesday, February 22, 2012
- Time:** 11:30 AM to 1:00 PM (Bring your lunch)
- Instructor:** Richard Larsen, MSc.
- Course Fee:** Volunteer Lethbridge Member Organizations – **No Charge**
Nonmembers - **\$10.00/person**

To register or obtain more information: e-mail: training@volunteerlethbridge.com
phone: (403) 320-2044

Registration Deadline: **Monday, February 20, 2012**