

Planning and Running an Effective Meeting

WIOA Webinar - January 17, 2024, 10:00 am

Our goals (outcomes) for attendees today:

1. List essential components of an effective meeting
2. Identify research-based principles of effective meetings
3. Create an agenda and action plan for use in effective meetings
4. Laugh and have an “aha” moment

Agenda

- Meeting planning - need for a meeting, meeting types, purposes, and who should attend
- Preparing and sharing the agenda
- Stay on time
- Make your meeting engaging
- Importance of notes and action items
- Laugh and nod your head
- Play to your strengths
- Time for questions - sharing of resources

Your Guides to Planning to Eliminate Meeting Mishaps:

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Notes for this session are available