

How to Conduct Productive Meetings

Are you FRUSTRATED by:

- Meetings that don't end on time
- Action items that never get done
- Lack of order or purpose
- Inability to make decisions



Then this seminar is for you!



You will learn how to:

- Create an agenda in 10 minutes
- Maintain order and respect
- Generate ideas
- Resolve conflicts
- End the meeting on time
- Follow up effectively
- And much more....

A regularly scheduled meeting of Canyon Park Echoes Toastmasters Club in September will be a seminar* on "How to Conduct Productive Meetings" presented by Jane Dodge, ACS, CL.

*Please RSVP to register so that we ensure we have Participant's Notebooks for everyone. Feel free to register and bring a guest. Contact jane.dodge@panasonic.aero to register.