



MEETING FACILITATION SKILLS FOR EVERYONE

“I liked that it was very relevant to most jobs. We had several different kinds of employment in the class and it was relevant to all of them.”

OVERVIEW

Most people will be asked to lead a meeting at some point in their career. In today's workplace, this could mean facilitating in-person and/or virtual meetings.

If you currently lead workplace meetings or would like to **learn best practices to lead in the future**, this half-day program will provide you with the **keys to leading engaging, productive meetings**.

LEARN THE FOLLOWING

- The 5 Ps of meetings
 - Purpose
 - Participants
 - Planning
 - Participation
 - Perspective
- How to ensure your meeting is inclusive
- Methods for increasing engagement and active participation
- Avoiding/discouraging dysfunctional behaviors that can derail even the best planned meetings

QUESTIONS?

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PROGRAM DETAILS

This is a highly interactive half-day program offered virtually via Zoom.

PROGRAM SCHEDULE

- Thursday, February 8, 2024
8:30am - 12:30pm ET
- Tuesday, November 19, 2024
8:30am - 12:30pm ET

REGISTRATION FEE: \$500

READY TO BEGIN?

To register or learn more about this program, scan the QR code or visit us online at <https://hrlr.msu.edu/meeting>



Questions?

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