



FACILITATING EFFECTIVE MEETINGS

- What:** One Day Workshop
When: Thursday October 1, 2009 – 9:00 a.m. to 4:00 p.m.
Where: Spirit of Peace
506 Toole Ave.
Missoula, Montana
Who: Nonprofit program staff, administrators, project managers (limited to 24 participants – register early)
Cost: \$100.00 (guide book and brown bag lunch provided)

WORKSHOP OBJECTIVES

- To learn skills, processes, and techniques for facilitating effective meetings.
- To identify and apply key planning elements for implementing effective agendas that encourage increased dialogue and participation.
- To practice and apply group decision-making skills, tools, and processes.

ABOUT THE FACILITATOR

Maxine Jacobson, PhD, is Director of *Praxis – Building Knowledge for Action*, an organization that works with community groups and organizations to find and create the knowledge they need to improve their services and to design models and implement strategies for program evaluation and community-based research. She has taught courses on group facilitation and authored several journal articles on facilitating effective meetings. Maxine spends quite a bit of her time planning, organizing, and facilitating meetings.

ABOUT THE WORKSHOP

Facilitating Effective Meetings is a one-day workshop for people looking to build their facilitation skills and add more tools to their facilitation tool kits. It draws on participants' experience to help them create better, more strategic and thoughtfully planned meetings that capitalize on participatory decision-making processes to encourage increased participation. Participants will learn how to design an effective agenda, structure a meeting according to desired outcomes and goals, address classic facilitator challenges, and develop supportive group norms to increase meeting satisfaction and productivity. Interactive, hands-on, adult approaches to learning will be used to engage participants in workshop exercises and activities to achieve specific learning objectives.

REGISTRATION FORM

NAME:

ORGANIZATION:

ADDRESS:

TELEPHONE #:

EMAIL ADDRESS:

BROWN BAG SANDWICH PREFERENCE (PLEASE CHOOSE ONE)

- **TURKEY**
- **HAM**
- **VEGETARIAN**

Participants must pre-register to ensure space in the workshop, access to workshop materials, and lunch availability. Please send the completed registration form and workshop fee to the address below no later than Oct 28th:

**Praxis – Building Knowledge for Action
521 Hartman St. #11
Missoula, MT 59802**

For questions and additional information, please contact:

Maxine Jacobson at 396-0183

<http://www.praxisaction.com>