



Facilitation Skills for Successful Meetings

Friday, Dec. 9, 2016

School of Government

8:00 am	Registration and breakfast
9:00 am	Welcome, introductions, and overview Developing an agenda Meeting guidelines/ground rules Agreeing on roles and decision-making rule Tools for generating multiple options
12:00 noon	Lunch
12:45 pm	Tools for prioritizing and making decisions Identifying next steps and follow through Evaluation of meeting / continuous improvement for group
4:00 pm	Adjourn

Note: this course includes one hour of follow-up group coaching, to be scheduled to fit participants' schedules, December-February. (Participants may opt out of this part of the program.)