
Good Meetings for Great Results!

Choice Neighborhoods Conference Workshop

June 19, 2014 ~ 10:30-Noon

Meeting Goals

- Learn about the ingredients needed to conduct a successful meeting to achieve desired results
- Experience coaching to understand techniques and tips related to effective facilitation
- Be guided to additional resources to strengthen your planning, design, organization and facilitation of effective meetings

Participant Agenda

10:30 am – Welcome, Introductions & Purpose of the Workshop

10:35 am – Icebreaker: It works! It's Broken! Can these exclamations describe meetings?

10:45 am – Tips, techniques & ingredients to make a successful meeting from start to finish!

11:05 am – Now you try it! Ideation, design & facilitation based on realistic scenarios.

11:30 am – Peer learning: Sharing the results of our scenario planning

11:45 am – Group discussion: Question/Answer Session & Sharing Successful Approaches

11:55 am – Summary, Feedback & Wrap-Up

Noon -- Workshop Adjourns

Enjoy your meetings!

