

Joe Fimiani
Interim Superintendent

Conducting Effective Meetings: Tools and Techniques

Good meetings don't happen by chance. They require planning and commitment – and this takes time. Often, the assumption is that a meeting leader can 'wing it.' In this workshop, participants will learn:

- about three types of meetings
- how to use various tools to prepare for, conduct, and evaluate a meeting
- techniques for managing meeting participants



Date: Tuesday, March 11, 2008

Time: 8:30 a.m. -12:30 p.m.

Location: Santa Clara County Office of Education
Cupertino Room, 3rd Floor, North Building,
1290 Ridder Park Drive, San Jose, CA 95131

Cost: \$75 per person, includes workbook and continental breakfast

Online Registration: <http://santaclara.k12oms.org/>

Registration Deadline: March 4, 2008

Contact: Debbie Boer, Debbie_boer@sccoe.org or (408) 453-6698

Presenter: Kathy Sealana is Manager, Organization Development, for the Santa Clara County Office of Education. She has over 18 years of experience in the fields of training and organization development and advanced training in effective facilitation. Ms. Sealana holds a Master's Degree in Human Resources and Organization Development from the University of San Francisco.