

# Facilitating Effective Meetings for Public Managers

## Master the mechanics of managing a meeting well

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**When: April 5, 2022**

**Where: Dane County Extension, 5201 Fen Oak Dr. #138, Madison, WI 53718**

Learn to develop an agenda, manage meeting dynamics, deal with disruptive behavior, keep the meeting on track, track assignments, and record the decisions and actions of the group. The session includes templates and models to use for agenda development and meeting notes. This class costs \$225.

By the end of this class, you should be able to:

1. Describe the purpose and importance of meetings to every organization's life.
2. Apply a variety of meeting tools and templates to help their meeting to remain focused on its work and achieve its goals.
3. Discuss the role of the meeting leader/ facilitator in guiding the work of a meeting.
4. Describe and demonstrate methods and tools for:
  - a. Focusing participant attention
  - b. Encouraging and equalizing participation
  - c. Attending to meeting pace
  - d. Dealing with disruptive and counter-productive behaviors during meetings
  - e. Managing disagreement and conflict at meetings
  - f. Making meetings dynamic
5. Describe meeting consensus and demonstrate methods for both sensing and achieving consensus around important meeting decisions.

**Instructor:** Jeff Russell (MS, UW-Madison) is codirector of Russell Consulting, where he helps organizations successfully respond to the challenges of continuous change. He focuses on leadership development, strategic thinking, leading change, understanding and dealing with behavioral styles, and performance management.

### Testimonials:

"Great class! The instructor did a good job of balancing learning from the "text book" with learning from each other. I will take away some key techniques to facilitate meetings more effectively."

"This training was the 'micro' of structuring and managing each meeting to help get a project to completion. Role differentiation was very useful as was the outcome oriented agenda. Plus the reminder that using these practices in such a chaotic time like we are in (pandemic) is more important than ever."

"Practical tips from a highly engaging instructor with experience. Well structured agenda with a smaller size so everyone had a chance to have a voice."

Register at: <https://localgovernment.extension.wisc.edu/cpm-public-courses>



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