

Facilitating Business Meetings

Make Your time Worthwhile

If you feel that business meeting are consuming your life but are yielding few results, this class is for you. Learn

- * *How to prepare for a meeting*
- * *To get and maintain your audiences' attention*
- * *To make them feel that they have made good use of their time.*

Participants will be able to:

- * *Schedule a meeting*
- * *Know the importance of the Agenda*
- * *Taking meeting notes/minutes*
- * *Learn to appreciate*

Meetings do not have to be boring or mundane. Learn to make the best of them!

Retha Logan, is a life coach who passionately enjoys empowering others through individual and group coaching sessions. She began her career working with Fortune 500 companies as a technology contractor, training, facilitating and writing. She has been a people oriented, unconventional entrepreneur for over 20 years, cultivating many skills. Her professional affiliations include Coachville, Coach Training Alliance, & National Career Development Association.



Wed • Aug 25 • 6:40-9:40PM • \$39