

- Title** **Leading Meetings That Get Results: *The art of designing, organizing and running a great meeting***
- Duration** 90-300 minutes depending upon your needs
- Recommended Audience** Board Members, Executive Directors. Managers, anyone with responsibility for organizing meetings
- Synopsis** Your meetings are long and lethargic...they're wasting time and killing morale. You're trapped in seemingly endless sessions which produce no major decisions and no strategic directions. They are sucking the life out of your organization.
- In the past 25 years, the average time managers spend in meetings has nearly doubled from 8.2 hours/wk to 16.1 hrs/wk. However, survey after survey documents that these same managers consider half of these meetings to be a totally unproductive....that's one entire workday lost each week!
- The answer may be The Action Agenda. This seminar will introduce you to the Action Agenda format designed to keep a meeting focused upon the necessary decisions, discussions and actions. The Action Agenda is a powerful tool guaranteed not only to get more done, but also to increase attendance since people want to come to highly productive meetings.
- Learning Objectives** By the end of this session, participants will know:
- The Seven Deadly Sins that kill meetings
  - How To construct and agenda that keeps focus
  - The four key roles in successful meetings
  - The three things that great facilitators do
- Presenter Biography** For the past 25 years Michael Brand has built effective nonprofit organizations in places as diverse as Montana, Florida, California as well as the Czech Republic and Australia. A resident of Bellefonte, Michael provides consultation and development services to a wide array of nonprofit organizations across the USA with a specialization in Good Governance, Fiscal Sustainability, and Performance Management. In addition to a private practice, Michael also serves as a Program Officer with the Erie Community Foundation running their organizational performance project.
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