



**GOVERNMENT  
HOSTING  
LOCATIONS**

**PALM BEACH –  
OCTOBER 26, 2009  
1:00 - 4:30  
CITY OF  
BOCA RATON**

**\$79**

Per person

Register 3  
and the  
4<sup>th</sup> goes  
FREE!

## Don't Waste My Time™: Facilitating Respectful Meetings

Have you ever spent an hour or two sitting through a meeting with no results achieved? No decisions made? And the only action item was to plan another meeting? If you have been on the receiving end of this experience or you are responsible for meeting outcomes, this workshop is for you. Time is money and managing meetings effectively can save you both – time and money! Most managers spend half of their working life attending meetings including staff meetings, public meetings, phone meetings, and more. Don't Waste My Time™ is designed to take your meeting productivity to a completely new level. Learn how to plan and facilitate challenging meetings as well as develop templates for meeting follow up and action planning.

### SEMINAR BENEFITS

- Utilize different meeting tools for various meeting types
- Use the P.L.A.N.N.E.R. to design meetings with successful outcomes
- Apply the Three Guiding Principles® when working with difficult meeting members
- Complete meeting follow up documentation and action plans

### HIGHLIGHTS

- One half day of interactive learning; 3.5 instructional hours
- Targeted for government employees responsible for meetings
- Participant workbook, job aid, and transfer of learning tool
- Real Florida government scenarios and challenges
- Pre and post assessment results
- Limited seating for individualized feedback

**Over 3,200 government employees statewide  
are applying skills from EdTrek programs!**

Register online at [www.OwnYourWorld.net/seminars.html](http://www.OwnYourWorld.net/seminars.html)

Inquiries - (888) 406-9648

