Do you get frustrated with office meetings? You are not alone. A comprehensive profile of the typical institutional meeting in America revealed that the typical meeting often involves no advance written agenda, completely covers the agenda only about half the time, and spends a substantive amount of time on irrelevant issues. Many such meetings are often considered by their participants as costly, unproductive, and dissatisfying. And yet, studies also show that meetings are essential, and that the number of meetings and their length are actually increasing in many places!

How to find the right balance for your workplace? For your team? That is the topic of this forum. At the end of this workshop participants will be able to:

1. Learn about and understand findings from the research on the differences between productive and unproductive meetings.
2. Learn how each member of a given office or department team can make a positive difference during meetings.
3. Takeaway tangible tips on how to increase the productivity of your team’s meetings in a customized way.

Lunch will be provided for REGISTERED participants; to reserve your seat contact cetl@unco.edu Include your name, email address and the Forum title. Register early due to limited seating!

When
September 24, 2015      11:30 - 1:00pm

Where
Candelaria 1375

For complete descriptions of all forums go to:
http://www.unco.edu/cetl/staff%20development/staff_forums_2015.html

Please RSVP to CETL@unco.edu