

# Holding Purposeful Meetings

Tools and Techiques for Designing and Leading Focused & Productive Meetings

## PURPOSE

This workshop provides an introduction to the principles of effective meeting design, proven techniques for leading engaging discussions, and conflict-resolution tools that foster collaborative decision-making.

Location and Date  
TBD

## QUESTIONS ANSWERED

- The agenda planned for was not the one that occurred. What can I do about the personal agendas that tend to take the meeting off-track?
- How do I keep people from hijacking my meeting?
- A lot of our meetings end with no decision ever made. What can I do to improve this?
- How do I eliminate the “rabbit trails’ that we often go down?
- There’s a lot of talk-talk-talk in meetings, then it seems like we end up rushing in the last five minutes of the meeting. How should I deal with this?
- How do I deal with two people who see issues so differently? How do I create buy-in?
- How do I create engagement on my teleconferences? I often wonder if I’m the only one on the call!

## ABOUT THE INSTRUCTOR

Katherine Rosback provides consultation and instruction in the areas of advanced facilitation, strategic planning, and collaborative decision making. She has facilitated hundreds of strategy development, issue negotiation, and technical problem-solving meetings. Her unique background in Chemical Engineering, Organizational Communication, and Psychology provides multifaceted insights on why people do what they do and her broad base of experience provides practical answers for improving organizational decision making.

