This program will be offered twice, once during the week and once on a Saturday – so you can select the time and location that works best for you.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, March 20, 2013</td>
<td>10:00 am to Noon</td>
<td>Strongsville Library 18700 Westwood Drive Strongsville, Ohio</td>
</tr>
<tr>
<td>Saturday, April 6, 2013</td>
<td>10:00 am to Noon</td>
<td>Independence Library 6361 Selig Drive, Independence Off Brecksville Rd. in Civic Center complex</td>
</tr>
</tbody>
</table>

Note new location for March

Effective leaders know how to lead a meeting so that knowledge, ability and creativity of individual group members are powerfully combined to generate the best results.

This class will cover a variety of topics that are important to successful meetings. Participants will gain knowledge on how to enhance meeting productivity, how to facilitate the creative process, how to manage challenging group dynamics and how to use team decision-making as a tool to enhance team support and cohesiveness.

This class is highly recommended for committee chairs but members of committees will learn how they play a part in enhancing meeting productivity. If you are hesitant to lead a committee because you don’t think you have the skills, this class is for you!

Pay online by credit card or PayPal at http://www.cuyahogamg.org/EducationStore. To pay by check, complete and return the registration blank below.

“Facilitating Successful Meetings”  ($7.50 or Bonus Buck)

Important: Please Check Date: March 20, 2013 ____ April 6, 2013 _____
MG Name ($7.50) _____________________________ MG County: _______________
Guest Name, if applicable ($7.50) __________________________________________
Phone_____________________________Email________________________________
Make check payable to Master Gardeners of Cuyahoga County or MGCC
Mail to: Master Gardeners of Cuyahoga County, P. O. Box 603330, Cleveland, OH 44103