



A Cuyahoga County Master Gardener Continuing Education Program

“Facilitating Successful Meetings”

Beverly Masek – Cuyahoga County Master Gardener

Monday, January 25, 2016	Independence Library
1:00pm – 3:00pm	6361 Selig Dr.,
Education Credits: 2	Independence, OH 44131
Fee: Free	Guests Welcome



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!

Registrations must be received by Tuesday, January 19, 2016

Register by email to Pat Koch, Volunteer Coordinator: Koch.399@osu.edu. Please put “Facilitating Meetings” in the subject line. To register by mail return the registration blank below.

**Facilitating Successful Meetings
January 25, 2016**

MG Name _____ **MG County:** _____
Email or phone # _____
Guest Name If applicable _____

Mail to: Master Gardeners of Cuyahoga County
P.O. Box 603330
Cleveland, OH 44103

Registration must be received by Tuesday, January 19, 2016