



Global
Learning
Partners



SURE-Fire Meetings *Designing and Facilitating Effective Meetings*

Meetings are essential work for any organization. But too often people find meetings boring, unproductive or even a waste of time. **The time and resources invested in meetings is too valuable to waste!**

Learn to **plan** and **run your meetings effectively.**

SURE-Fire Meetings is a two day, hands-on course where you will learn to **design** and **run effective meetings**. You will practice new approaches to three critical phases of meetings: **preparation, facilitation, and follow-up**. And you will discover how using adult learning theory can **dramatically improve your meeting design and facilitation.**



Global Learning Partners, Inc.

Global Learning Partners provides training and consultation to make your own training more **effective**. GLP trainers are the best in the world! Our unique Dialogue Education Approach is based on the work of internationally renowned author and teacher **Dr. Jane Vella**. We have trained more than **3,500 professionals in 60 countries** who work in the non-profit, academic, health and government sectors.

Start learning at www.globalearning.com!

SURE-Fire Meetings

This fast-paced course is loaded with resources for your meetings tool box. Small class size ensures lots of instructor contact. In just two days, you will develop the knowledge and skills to transform your meetings!

Course Objectives

Because adults learn best by **doing**, at **SURE-Fire Meetings** you will:

- **Analyze** Three Phases of Meetings: Preparation, Facilitation and Follow-up
- **Assess** needs and **Advance** the agenda before your meeting
- **Move** your team through Meeting Zones en route to decisions
- **Distinguish** the Voices of Decision-Making for your participants
- **Identify** action-oriented Meeting Objectives
- **Apply** the *SURE-Fire* Principles (Safe, Useful, Respectful and Engaging)
- **Practice** group facilitation for both divergent and convergent conversations
- **Examine** approaches to decision making
- **Review** methods to Evaluate and Follow-up your meetings
- **Draft** a Meeting Design you can use *immediately* in your workplace

Next SURE-Fire Workshops

March 22-23, 2007 ~ Toronto, Ontario

Fall 2007 (*dates tbd*) ~ Washington DC

See www.globalearning.com for details

Transform your workplace!

To arrange a **customized in-house course** for your staff, board members or volunteers contact **Dwayne Hodgson** at dhodgson@globalearning.com.