



**Craig Harrison's
1-Day Course
Saturday, Jan. 23**



Leading and Facilitating Productive Meetings

#2573-029 804.7 BUSAD; HRCI—PHR, SPHR & GPHR general recertification credit

Learn to plan and conduct effective meetings and generate results, whether as a leader, facilitator or meeting participant. Participants design and present ice-breakers, problem-solve real life meeting challenges, and learn professional meeting phraseology in this interactive and fun course addressing in person, telepresence and web meetings.

Topics include:

- ▶ Room setup, parking lots & guest lists
- ▶ Brainstorming & Open Space meetings
- ▶ Parliamentary procedure basics
- ▶ Building-in accountability
- ▶ Evaluating your meeting
- ▶ Agendas and ground rules
- ▶ Managing your meeting monsters
- ▶ Graphic Facilitators & Recorders
- ▶ Online meeting tips
- ▶ Meeting alternatives

This is an active workshop with multiple exercises and supporting materials appropriate for managers, supervisors, project managers, administrators or anyone who has to lead or participate in meetings.

**Saturday
Jan.
23**

INSTRUCTOR CRAIG HARRISON, B.A. in Sociology from the UNIVERSITY OF CALIFORNIA, SANTA CRUZ, is a professional speaker, corporate trainer and consultant who builds credible and confident communicators and stellar sales and service organizations. His clients include HP, KAISER, PFIZER, DEMANDTEC, AT&T, HILTON HOTELS the US ARMY, DEPT. OF ENERGY, COMPUSA, HANTEL, SD FORUM, BANK OF AMERICA, PROJECT MANAGEMENT INSTITUTE, the AMERICAN SOCIETY FOR QUALITY, UNITED AIRLINES, HITACHI AMERICA, HEADSETS.COM and LLNL.

Harrison is a past president of the National Speakers Association — Northern California Chapter and principal of EXPRESSIONS OF EXCELLENCE!™, a Bay Area training firm.

Visit www.ExpressionsOfExcellence.com for more information on Mr. Harrison.

COST: \$ 420.00

Sat, January 23, 9 am—5 pm, UCSC Extension of Silicon Valley,
2505 Augustine Dr., # 100, **Santa Clara** CA 95054 (408) 861-3700

Read more about this course and register on UCSC-X's site here:

<http://bit.ly/Meetings2016>



Contact Craig: 510/547-0664 or Craig@ExpressionsOfExcellence.com.