**Date and Time**
Friday
December 13, 2016
8 AM - Noon

**Location**
NMC’S Aero Park Campus
2600 Aero Park Drive,
Traverse City, MI 49686
Parsons-Stulen Building
Room 101/103

**Cost**
$95 per participant

**Register Today**
Vicki Rumbach
231.995.2218
vrumbach@nmc.edu

**Description**
Do you feel you spend more time sitting in pointless meetings than getting any real work done? Do you find yourself thinking you're having the same conversations over and over again? If so, this training will help you effectively plan, conduct, and evaluate meetings for continuous improvement.

**Objectives:**
Use the Plan, Do, Check, Act (PDCA) cycle to continuously improve the effectiveness of their meeting

Develop a meeting plan with clear meeting objectives

Identify and use processes to accomplish the agenda

Identify the role of the facilitator

Use strategies to keep the meeting focused on the agenda - Evaluate a meeting

Identify action steps for improving group meetings

**Betsy Williams, Training Specialist**

*Former travel executive and consultant, Betsy has over 30 years of operational development and management experience
*SHRM Human Resource Specialist
*Certified Lean Office Champion
*Current Traverse City Area Human Resource Board Member
*Current Traverse City Chamber Healthcare Committee Member
*Certified DiSC Trainer

**NON-DISCRIMINATION POLICY NOTICE**
Northwestern Michigan College is committed to a policy of equal opportunity for all persons and does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, genetic information, height, weight, marital status or veteran status in employment, educational programs and activities, and admissions. nmc.edu/nondiscrimination
Registration Form

Effective Meetings
December 16, 2016

Participant Information

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<thead>
<tr>
<th>Name (last)</th>
<th>(first)</th>
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<tbody>
<tr>
<td>Home Address</td>
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<td>City</td>
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Date of Birth | Last 4 digits of SS 

Company Information

Company

Address

City | State | Zip |

Phone | Fax |

Billing Information

☐ Same as above

Contact

Phone

Address

City | State | Zip |

Topic: Effective Meetings

Day, Date(s), and Time: Friday, December 16, 8:00 AM – 12:00 PM

Location: NMC’s Aero Park Campus, Parsons-Stulen Building, Room 101/103

Address: 2600 Aero Park Drive, Traverse City, 49686

Cost: $95 per participant

To Register

• Mail, e-mail, or fax this completed form to Vicki Rumbach (see below).

• Once registration is received, an invoice will be sent from Northwestern Michigan College. Payment may be made by check or credit card.

Cancellation/Refund Policy

• A 100 percent refund is given if Training Services cancels a course.

• A 100 percent refund is given if participant provides a one-week cancellation notice.

• No refund is granted for cancellation less than one-week prior to class.

• Substitutions may be made at any time.

Mail: Vicki Rumbach—Training Services
Northwestern Michigan College
1701 E. Front Street; Traverse City, MI 49686

E-mail: vrumbach@nmc.edu
Fax: (231) 995-2022
Phone: (231) 995-2218