



A Cuyahoga County Master Gardener Continuing Education Program

“Facilitating Successful Meetings”

Beverly Masek – Cuyahoga County Master Gardener

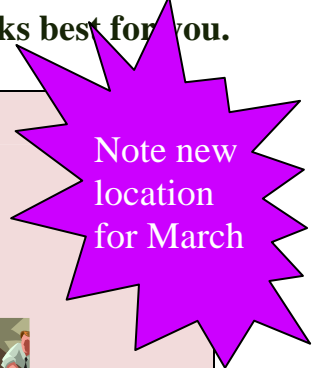


This program will be offered twice, once during the week and once on a Saturday – so you can select the time and location that works best for you.

Education Credits: 2.0

**Wednesday, March 20,
2013**

**10:00 am to Noon
Strongsville Library
18700 Westwood Drive
Strongsville, Ohio**



Saturday, April 6, 2013

**10:00 am to Noon
Independence Library
6361 Selig Drive, Independence
*Off Brecksville Rd. in Civic Center complex***

Guests are welcome at either session

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