

Registration Form

Deadline May 25

Effective Meeting Management Skills

Name: _____
 Title: _____
 Agency: _____
 Address: _____
 City/St/Zip: _____
 Phone: (____) _____
 Fax: (____) _____
 Email: _____
 Federal ID # _____

Special accommodations needed due to a disability: _____

Registration Fee: \$55.00 (*lunch is not included*)

Late Registration Fee: \$65.00 (*after 5/25/10*)

**Combined Fee: (with morning Ethics workshop)
\$100.00** (*or \$110.00 after 5/25/10*)

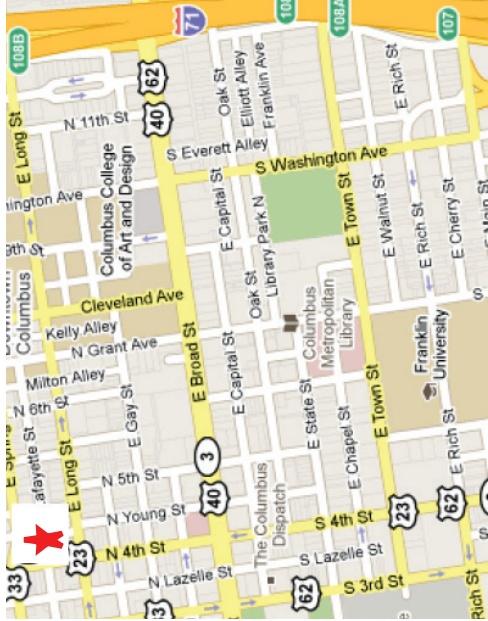
Purchase Order Attached: # _____
\$ _____

Make checks payable to **City of Columbus**, & mail with registration form to:

COAAA Training & Education
174 East Long St
Columbus OH 43215

If using a purchase order, please attach a copy to the completed registration form. Questions? Call (614) 645-7250 or 1-800-589-7277; fax (614) 645-6146. COAAA will not accept registrations over the phone or fax without a purchase order number.

Directions



★ COAAA - 174 E. Long Street

Route I-71 to the Broad Street exit. West on Broad Street to 4th Street. North on 4th Street two blocks. The Central Ohio Area Agency on Aging (COAAA) is at the corner of northbound 4th Street and eastbound Long Street.

Parking is available at a variety of lots within a two-block radius. Cost is between \$3.50 and \$8.00 for the day. Some lots require exact change. (The COAAA parking lot is for staff only.) There is **no free parking** in downtown Columbus.

A list of nearby parking locations will be mailed upon receipt of registration.

Professional Education

June 1, 2010

1:30 p.m. - 4:45 p.m.

(Registration begins at 1:00 p.m.)

Make a day of it! Register for both June 1st workshops and save \$10.



NOTE: This workshop meets the Social Work Supervision Training Requirement.

COAAA

614-645-7250

1-800-589-7277

www.coaaa.org



choice. independence. dignity.

Professional Education:

“We Must Stop Meeting Like This!” Effective Meeting Management Skills

Purpose

This three-hour workshop is a “must” for anyone who conducts or attends meetings, leads groups or committees. Meetings are essential to doing business in today’s organizations, but mismanaged meetings can lead to inefficiency, frustration, and loss of valuable time.

In this workshop, participants will be given practical guidelines and tools to help design and conduct better meetings, as well as ways to encourage people to speak up and take action.

IMPORTANT INFORMATION:

Room temperatures can be difficult to control; dressing in layers adaptable to warm and cool temperatures is recommended.

A map and directions are included in this brochure. For events at the COAAA Long Street facility, you must pay to park; there is **no free** parking downtown. The COAAA is not responsible for fees or fines.

The COAAA does not discriminate on the basis of race, color, sex, religion, sexual orientation, national origin, age or disability. If you need special accommodations due to a disability, please indicate so on the registration form.

Objectives

At the conclusion of this workshop, participants will be able to:

- Define the 3 components of meeting management - BEFORE the meeting, DURING the meeting, & AFTER the meeting.
- Discuss effective ways to handle the process & people problems in meetings - the Rambler, the Whisperer, the Know-It-All, the Non-Attender & the Non-Responsive.
- Recognize the importance of planning & managing meetings.
- Practice setting a meeting agenda.
- Assess effectiveness as a meeting leader.

Continuing Education

- 3.0 Social Work Clock Hours (#RSX059002)
- 3.0 Counselor Clock Hours (#RCX109207)
- 3.0 BENHA (#164-C-10)
- 3.0 MRDD (application has been made)

The Ohio Board of Nursing accepts events approved for Counselors & Social Workers for Continuing Nurse Education Contact Hours.

Speaker

Ruth McMonagle, LISW, MSW, MBA has been an independent trainer and consultant for over 20 years, specializing in management/supervisory training and increasing personal effectiveness. Prior to that, she worked for 13 years in child welfare in many capacities from caseworker to executive director. She has over 30 years of professional experience in behavioral science and human relationships.

Ruth holds master’s degrees in social work and business administration, and she is a licensed Independent Social Worker.

REGISTRATION FEE: \$55.00

The registration fee includes coffee, tea and handouts. Lunch is not included.

Late Registration: \$65.00 (after 5/25/10)

Combined Fee (with morning workshop): **\$100.00** (or **\$110.00** after 5/25/10)

A refund will be made only for cancellations received 5 work days prior to the event. If less than 5 days, a credit can be issued for use at another program within the next year. If notice of cancellation is not received before the date of the program, no credit can be issued. Any checks returned will be subject to a \$15 bad check fee by the City of Columbus.