

The purpose of the consortium is to foster collaboration among USG institutions in regards to professional development to facilitate benchmarking, share development resources and implement best practices.

Regional training centers and regional partnerships have been established throughout the USG.



Regional Training Center

Valdosta State University

Registration Assistance:
training@valdosta.edu

Customized Training:
Becky Murphy- 229-259-5106

Regional Partners

Abraham Baldwin Agricultural College

Albany State University

Bainbridge College

Columbus State University

Darton College

Georgia Southwestern State University

South Georgia State College

**FREE class offered through the
University System of Georgia
Professional Development Consortium.**

Effective Meetings

Tuesday, April 18, 2017 10:00 AM - 12:00 PM

Valdosta State University— University Center Rose Room

Today, as the emphasis on breaking our traditional paradigm of organizational processes, meetings and how we use and abuse them have come under increasing scrutiny – are meetings just a counter-productive “fact” of organizational life? How can we assure that meetings, like other processes, are “cost-effective?” And most of all, how can we streamline meetings and make them a productive centerpiece of the new team-based organization?

Topics include:

- Learn proper meeting preparation, selection of participants, and setting the right tone
- Examine your role as “chair” to determine whether you are contributing or taking away from the productivity of your meeting
- Identify various “meeting robbers,” determine how they hurt the productivity of a group, and explore strategies for stopping them
- Understand the roles and responsibilities of both the participant and meeting leader for keeping meetings on track
- Learn how to either create or follow an agenda that focuses energies on the task at hand

Instructor: Ashley Cooper

Ashley is a Training Specialist with the Employee and Organizational Development Department, a unit of Human Resources and Employee Development at Valdosta State University. As a Training Specialist, she specializes in Organizational Communication training. She also instructs at the institutional level on a variety of topics which include new staff employee orientation, customer service, management and leadership skills, communication skills, time management, and conflict management skills .

Register

Online-www.valdosta.edu/training,
Select Training Course Registration button
Select visitor login

OR

Call- VSU Employee Development
229-259-5105

