

Effective Meetings, Leadership Skills, and Communication Styles

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Half Day

If you can't run a meeting well, people will not think of you as a good leader. That's the first thing they see you do. Learn how to control those who talk too much and get information from those who talk too little. Figure out what topics should be discussed in the meeting and outside the meeting.

- Understand your leadership and communication style
- Learn the communication style of others in order to influence them
- Decide what kinds of meetings to have and when
- Use a technique that identifies problems and solutions
- Remain calm and professional in emotionally charged situations
- Plan for powerful presentations

Each participant will complete a Myers Briggs assessment as part of this course.