



FUNDAMENTALS OF FACILITATING EFFECTIVE MEETINGS

April 1 & 2, 2010

8 a.m. to 5 p.m.

in Olympia

Presented by Oriana Noël Lewis

Are you part of a group that meets regularly? Do you oversee or facilitate difficult meetings? Are you tired of attending unproductive or dysfunctional meetings? Do you wish you had more tools for moving a group forward?

This 16-hour training is for anyone who runs or attends meetings for public input, civic groups or non-profits, faith communities, student organizations, action groups, staff, stakeholder or board meetings, and all types of other meetings. The training provides participants a foundation in the concepts, processes, and skills for designing and facilitating group meetings. It is an excellent opportunity to learn new skills and strategies as well as refresh and deepen your current abilities.

**Cost: \$315.00 per participant / \$155 current DRC volunteers*
Washington State Clock Hour Offering for Educators (16 hours)**

*Those who have completed their exam and have entered our continuing education practicum are considered current Thurston County DRC volunteers. If your workplace is paying your tuition we ask that you pay the full price. Discount available for multiple registrations from the same organization Cancellation Policy: For cancellations received seven or more days prior to the start of the training, the full registration fee will be refunded. Half the registration fee will be refunded for cancellations received less than seven days prior to, and up until the start of the training.

FUNDAMENTALS OF FACILITATING EFFECTIVE MEETINGS TRAINING REGISTRATION

Please call to see if there is still space available if registering less than 2 week prior to the training.

Name _____ Work Phone _____

(as you'd like it on your certificate and nametag)

Address _____ Home Phone _____

E-mail _____

My check for _____ is enclosed. Make check payable to Thurston County DRC.

Please charge _____ to my VISA or MasterCard. Card Number: _____

Expiration Date: _____ For credit card payments please include the billing address for the credit card (if different than above): _____

Please send your registration to the DRC at the address below, Attn. Training Department. Written confirmation and directions to the training site will be sent to you one week before the training session begins. We look forward to seeing you there! Questions? Feel free to call us at the number below.

P.O. Box 6184 • Olympia, WA 98507-6184 • 360-956-1155