

Registration Form

Meeting Management & Facilitation Skills Workshop

September 19 – 20, 2017

Eastern Kentucky University • Richmond, Kentucky

Meeting Management & Facilitation Skills Workshop • \$499

This interactive workshop is designed to strengthen meeting facilitation skills in order to better prepare for and facilitate effective meetings. After completing this workshop, participants will be better able to design and plan effective and efficient meetings; facilitate productive meetings; assist groups in generating creative ideas; create a safe, nurturing environment for meetings; utilize storyboarding, display-thinking, and visuals; and better manage difficult participants.

This training is designed for those who have never facilitated a meeting, as well as, those who have some basic facilitation experience.

Name

Organization

Address

City

State/Province

Zip/Postal Code

Telephone

Fax

Email

Payment Method

Check or Money Order must be in U.S. funds payable to: **Eastern Kentucky University**. Fees will be refunded, less a \$5.00 cancellation processing fee, if cancellation or change resulting in a refund is received in writing no later than 10 working days prior to the first day of training.

Please check appropriate box:

Check Money Order Credit Card* EKU Inter-Account

* Do not email credit card information because security cannot be guaranteed. Please call Sarah Gilbert at (859) 622-8653 to pay by credit card.

Please return completed registration form with payment to:

Facilitation Center at EKU
ATTN: Sarah Gilbert
352 Perkins Building
521 Lancaster Avenue
Richmond, KY 40475

Phone: (859) 622-8653
Fax: (859) 622-8652
Email: sarah.gilbert@eku.edu