



# PLANNING & FACILITATING SUCCESSFUL MEETINGS

Are your meetings as productive as they should be? This training gives you the tools necessary to plan and facilitate effective meetings from start to finish!

## Course Objectives:

- Identify what to do before and during the meeting to ensure success
- Identify ideas and strategies for bringing out meeting attendees' best ideas
- Dealing with conflict
- Using an agenda to stay on track
- Share other ideas that work
- Demonstrate facilitation techniques and discuss how they can help make your meetings successful

## Dates, Locations & Cost:

9 am to 4pm

**March 19, 2010**—Tukwila  
WA Cities Insurance Authority  
(WCIA) Building

or

**May 25, 2010**—Ephrata  
Grant County Public Works

\$120 for members of WSAC,  
WACO, WCRP and CRAB

\$135 for non-members

## Instructor: Paul Dziejdzic, PDZ Consulting

For more than 15 years, Paul Dziejdzic has assisted policy makers and those working to impact policy decisions with strategy consultation and facilitation on major initiatives in the areas of alcohol and substance abuse prevention and treatment, mental health transformation, government reorganization, workforce development, use and protection of natural resources, contracting processes, improving laws and programs for people with developmental disabilities, and many other policy initiatives.

Island County recently received WSAC grant funds for facilitation resources in 2009; their comments: "Our experience with Paul Dziejdzic was positive and productive. He helped us find consensus and begin our transformation process. His earnest interest in our success, broad experience and professional facilitation skills created a positive climate for us to do this important work during a very stressful time for our organization. (We) highly recommend Paul to others and would not hesitate to use his services again."



This course qualifies for 4 Elective [Certified Public Official](#) (CPO) credits; a certificate will be awarded.  
Please visit [www.countytraininginstitute.org](http://www.countytraininginstitute.org) to register and for more details.

