Lauren Burnett
has focused her career on building and sustaining character and competency for high performance and organizational productivity in Fortune 500 organizations, government agencies, entrepreneurial organizations and national associations. President of the Center for Inner Quality, Ms. Burnett's knowledge and penetrating insight into human potential development has been gained from 25 years of extensive, real-world experience in helping leaders, organizations, teams and individuals achieve professional and personal success and fulfillment. Her training programs, coaching and speaking help unleash the power of choice for extraordinary results and embrace break-through thinking and action to create cultures where people want to work and where people want to stay.

A certified Executive Coach through World Wide Association of Coaches, certified Emotional Intelligence facilitator and a Pre-Cognitive Re-Educator, Ms. Burnett serves individuals, Fortune 500 companies, academics, financial services, healthcare, hotel, insurance, manufacturing, non profit/not for profit, professional services, real estate and retail.

Prior to starting her coaching and training company, Ms. Burnett was President of Imagine Advertising and Marketing, spearheaded the entry into new markets as a manager for LCI, International; opened new market as Assistant Director of Trade School; advanced the success of Goald, Inc a cutting edge training and development company; and served as adjunct faculty for Cleveland State, Ohio University, Colorado State and Tri-C Community College.

Lauren holds a B.S. in Education from Miami University; listed in Who's Who of Women Entrepreneurs; and has penned articles in local and national publications and appeared on television and radio speaking to human potential development.

Menorah Park Center for Senior Living
Bet Moshav Zekenim Hadati
27100 Cedar Road – Beachwood, OH 44122
Questions? Phone (216) 360-8216 or Fax 216-378-4007

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Meeting Effectiveness:

Organization, People Engagement & Facilitation Skills

February 24, 2012
8:45a.m. – 3:30 p.m.

Approved for Administrators, Nurses, Social Workers

6.0 CEUS

AGENDA

8:30-8:45
Registration

8:45-9:00
Exercise

9:00-9:45
Before Meeting Check and Planning

9:45-10:00
Steps of Conducting a Meeting

10:00-10:15 Break

10:15-10:30
Exercise

10:30-11:30
Concluding a Meeting

11:30-11:45
Facilitation 5 Principles of Orchestration

11:45-12:15
Changing Hat Exercise -

- Roles of Leader [Driver/Conductor]
- Individual and Group Exercise

12:15- 12:45 Lunch

12:45-1:45
Knowing the Audience
Tools of Engagement
Stepping Back/Check-ins/Ways to Draw Out Individuals

1:45-2:00
Steps to Building Collaboration

2:00-2:45
Explore Brainstorming Practices and Discuss Issues from a "Common Perspective"

2:45-3:00
Preventions/Interventions
Consensus

3:00-3:30
Additional Facilitation Skills

- 5 Finger Approach to Reaching Consensus
- Using Questions to Elicit Positive Input and Direct Conversation in Positive Direction

Meetings are a critical venue for accomplishing goals. Conducted effectively time is well used, discussion becomes translated into action and people "get" the direction and purpose and thus contribute to the outcome. Learn and review the task and process of conducting an effective meeting.

Leveraged effectively, meetings and gatherings become a platform for building trust, support, commitment and creativity. Mis-managed, communication can be compromised; projects get derailed; and people's enthusiasm and contribution is diminished. Learn tools and skills of facilitation to engage and draw out people.

Task Objectives
To learn how to prepare for meetings
To examine steps to conduct and conclude effective meetings
To learn facilitation skills to enhance ability to engage people and shape discussions

Registration

February 24, 2012

Name

Organization

Address

City Zip

Telephone

Email

Program Fee: $135

Please mail registration form with accompanying payment to:

The Institute for Healthcare Education at Menorah Park
27100 Cedar Road - Beachwood, Ohio 44122
Phone: 216-360-8216 / Fax: 216-378-4007
aschanzel@menorahpark.org

To register online or for addition seminar information.
Visit our website: **www.menorahpark.org**

Method of Payment:
{ } Check { } Visa { } Master Card

Card Number

Name on Card

Expiration Date

NOTE: Registration deadline is 3 business days prior to the program. Payment must be made in full prior to attending course. There will be a $25 processing fee for all cancellations. No refunds will be given after registration deadline. Substitution of participants is permitted. Also, please note that The Institute for Healthcare Education is located within Menorah Park Center for Senior Living. Menorah Park is a kosher, Jewish facility. Your cooperation is requested in the observance of dietary laws, which require that no food or beverage be brought into the building. Thank you.