

# Positive and Productive Meetings



Positive and Productive Meetings is a simple and powerful process that any team can use to reclaim their meetings. Positive and Productive Meetings foster collaboration, promote creativity and make meetings feel better. Leave meetings invigorated and ready to make things happen.

## Who's it for?

This course is suitable for groups, teams and organizations.

## When and at what time will the course be held?

All trainings held 9 am-4:30 pm

June 8<sup>th</sup>-Sioux Falls

June 9<sup>th</sup>-Mitchell

June 12<sup>th</sup>-Pierre

June 13<sup>th</sup>-Pierre

June 14<sup>th</sup>-Rapid City

## Where will the course be held?

Locations for each training will be shared prior to June 1, 2017

## How much does it cost?

**FREE!!**

Training funded by Sustaining Person Centered Practices.

## Additional information:

Contributors to Sustaining Person Centered Practices include: CSPs of SD, Benchmark, RHD, Parent Connection, and the Division of Developmental Disabilities.

Training will be facilitated by Julie Malette of HSA, Kristi Patton of ABS, and Amy Mack of NHTC



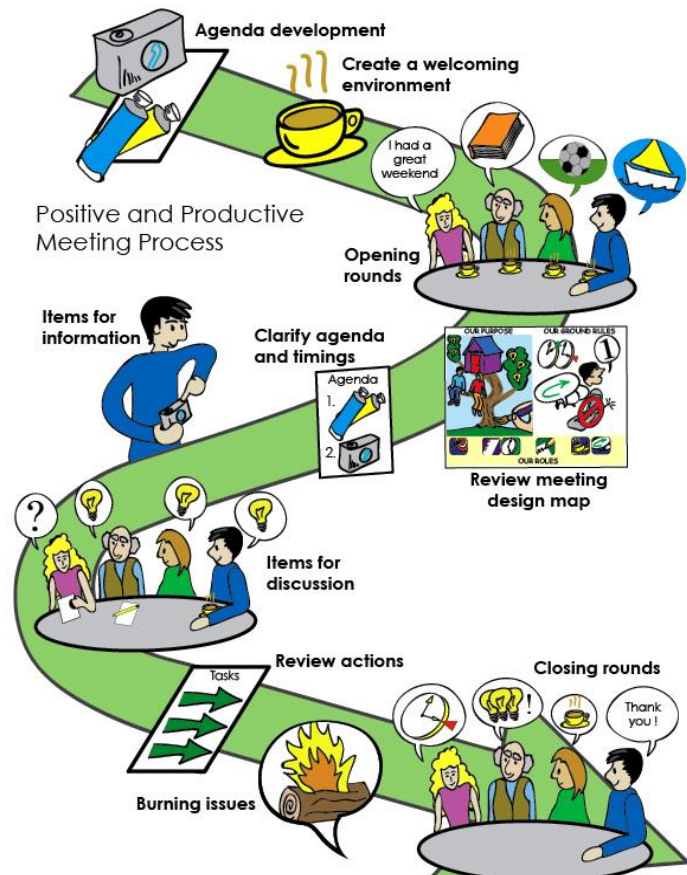
## How do I register?

To register for this course, please contact Julie Hand at 605.773.3438 or Julie.Hand@state.sd.us



## Positive and Productive Meetings strategies include:

- Techniques for developing a clear purpose and outcomes for each meeting
- Practical ways of ensuring that everyone's voice is heard in the meeting
- Simple ways to increase the quality of thinking in the meeting
- Different tools for problem solving and covering agenda items
- Graphic templates to record information from meetings
- Working to people's strengths and sharing responsibility for a successful meeting through people taking different roles



To learn more about positive and productive meetings, visit <http://positiveproductivemeetings.com>

If you have any questions, please contact Julie Hand at [Julie.Hand@state.sd.us](mailto:Julie.Hand@state.sd.us)