



DALE CARNEGIE®  
TRAINING

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If you would rather watch paint dry  
than sit through another useless meeting

You and your colleagues are ready to attend

# HOW TO RUN MEETINGS THAT ACTUALLY ACCOMPLISH SOMETHING

This new one-day seminar from Dale Carnegie Training®  
will show you how to run meetings that are short, fun and productive.

**Just \$189/person**

How many meetings have you sat through that are completely boring, a total waste of time, and that go absolutely nowhere? If you're like most busy people, the answer is too many. But they don't need to be. Meetings can be a useful management tool. Learn how to run great meetings at

### How to Run Meetings that Actually Accomplish Something


This practical, new, one-day seminar from Dale Carnegie Training® will show you how to run meetings that are short, creative and productive. You'll start by learning to answer the basic question "Who should attend?" Then you'll learn to start the meeting off on the right foot, keep attention focused on the issues, stay on task and get the results you need. In short, you'll know how to be the meeting catalyst, participant coach and logistics coordinator:

Based on the time-tested principles Dale Carnegie published in *Effective Problem-Solving Meetings*, this seminar will show you how to engage the hearts and minds of all attendees. You'll even learn special techniques for dealing with the problems in the group – from the non-participatory "Silent Sam" to the aggressive "Mr. Know-It-All" who wants to take over:

#### You'll learn to:

- Grab attention at the start
- Get creativity flowing
- Keep the energy level high
- Maintain control and direction

It is estimated that at least a third of the time spent in meetings is wasted. If you've got better things to do with your day, you need to take control now. You need to register for *How to Run Meetings that Actually Accomplish Something* today.



## Who should attend

Managers, professionals, team leaders and project managers who want to run shorter, more focused and more productive meetings.

## At this seminar, you'll learn to

- Determine the right stakeholders to invite to the meeting
- Set the agenda
- Start the meeting in a way that grabs attention
- Stimulate creativity and synergy
- Handle meeting logistics with a minimum of hassle
- Help participants prepare for the meeting
- Facilitate in a way that creates involvement
- Handle difficult participants
- Keep people focused and on task
- Run shorter meetings
- Create visual aides that don't put the audience to sleep
- Choose the proper format for planning, information or problem-solving meetings
- Make sure discussions stay on the right track
- Guide participants to maximize their contributions
- Communicate clear, specific goals
- End the meeting on a high note
- Create meeting summaries that clarify action steps
- Keep interrupters from sidetracking progress
- Insure that meetings accomplish the goals you have set out

# HOW TO RUN MEETINGS THAT ACTUALLY ACCOMPLISH SOMETHING

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## Seminar Registration Form

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Please indicate course location and date

City \_\_\_\_\_ State \_\_\_\_\_  
Date \_\_\_\_\_

Please register the following additional people:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_

- Bill my company  Bill me  
 Payment enclosed (Check made payable to Dale Carnegie & Assoc.)  
Charge my  Visa  MasterCard  American Express

Account Number \_\_\_\_\_  
Name on Card \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Amount \_\_\_\_\_ Signature \_\_\_\_\_

- Please send me a complete course catalog

When it comes to running productive meetings, **we wrote the book**



Dale Carnegie Training® presents a new one-day seminar

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Visit [www.dalecarnegie.com](http://www.dalecarnegie.com)

Learn how to run brief, focused, goal-oriented meetings  
that get things done.