

**Thursday,
November 14, 2019
9:00 – 11:30 a.m.**

**Community Development Halton
3350 South Service Road
Burlington**



Chairing and Facilitating Effective Meetings

Whether it is discussion at the Board table, a staff meeting, a small group discussion, or a meeting among community partners, the effectiveness of a meeting is often determined by the quality of facilitation skills of the person serving as chair. This workshop explores:

- The role of the chairperson and the purpose of the meeting
- Facilitation skills and tools that are essential to effective meetings
- The importance of evaluating meetings in order to improve participant engagement and meeting effectiveness

Participants will come away from the session with insights into steps they can take away and use in their organizations, and in their everyday lives.

Facilitator: **JODY ORR**, *The Chrysalis Group*, with a Master's degree in Sociology, has an extensive background working in and with the nonprofit sector, and is a founding principal in an organizational and community development consulting firm. Jody worked for 17 years in the nonprofit sector and has since striking out on her own supported nonprofits, big and small, with a major emphasis on building capacity in a variety of areas, including effective governance. Jody was the lead staff person in two large social planning organizations and a major United Way, and has been a Board member and President of a variety of nonprofits.

Registration: cdhalton.ca/events

Fee: \$50 Members; \$60 Non-members

Contact for more information: 1-855-395-8807

or Rosemary at acoburn@cdhalton.ca

