



Meeting Management Workshop



Informal Meetings



Formal Meetings

Date & Location:

Date: Tuesday, December 4, 2001
Time: 9:00 a.m. - 3:00 p.m.
Location: SIBL, Room 14/15
Enter at 19 E.34th Street
Limit: 20 participants

NOTE: *To ensure this session is optimally relevant, you will be asked to do a minimal amount of pre-workshop preparation.*

Workshop Objective:

You will learn:

- ✓ How to meet and who should meet
- ✓ How to plan a and prepare a meeting
- ✓ How to gain results during and after meeting
- ✓ How to use conflict to your advantage
- ✓ How to conduct successful follow-ups

Workshop Leader

The facilitator for this workshop is Dr. Abby Attias. Her professional experience includes teaching English at Rutgers University; facilitating meetings as a consultant to a number of international organizations; and leading a wide variety of communications and writing workshops to national and international audiences.

To find out more, and to register, visit the ISD website at the following URL:
<http://lair.nypl.org/research/isd2/index.html>